



**Switched-On**  
**ONLINE**

**Switched-On Online<sup>©</sup>**  
**Teacher User Guide**

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**Please note:** For technical support, please contact Technical Support at 800-735-4193 and select option 2 or go to [www.aopschools.com/soosupport](http://www.aopschools.com/soosupport).

For Customer Service, please contact us at 1-877-795-8904 and select option 2.

## Teacher Mode

### Welcome and Login

Welcome! The **Login** page is the single login location for all Switched-On Online® users. Switched-On Online uses this login to determine a user's next step.

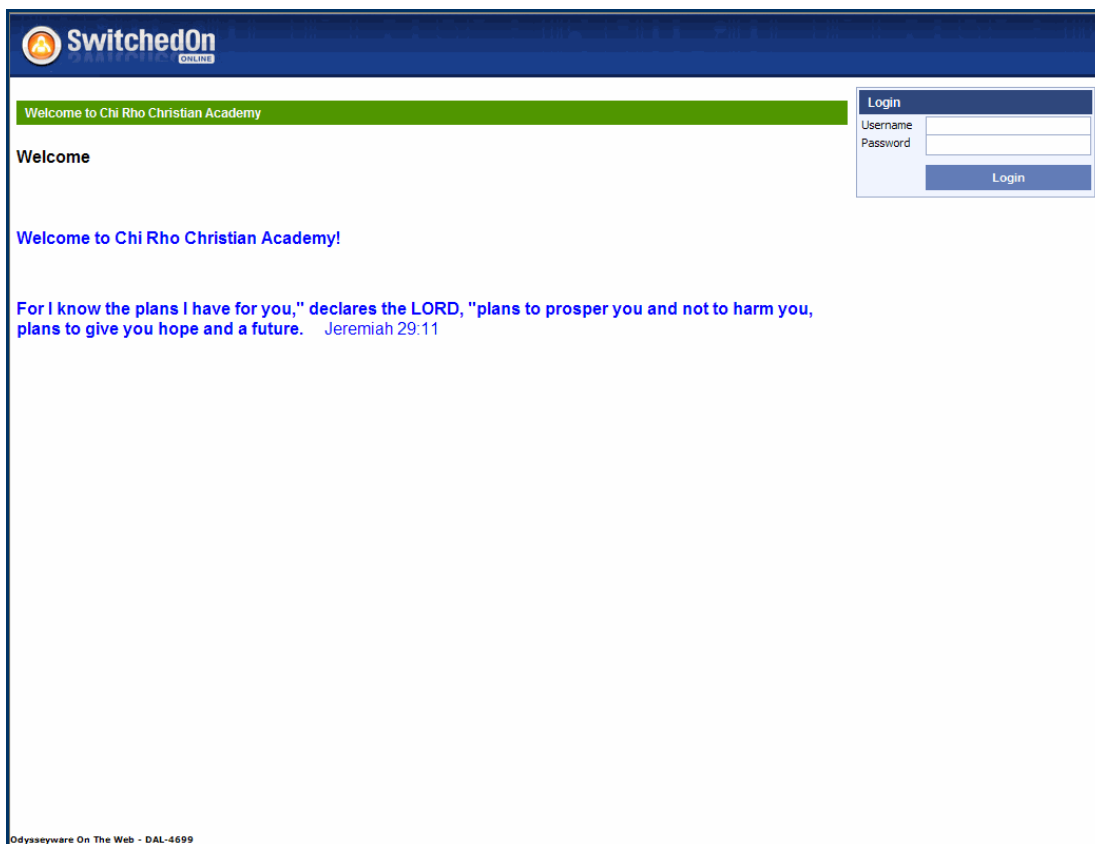
**Example:** If you use a teacher username and password, you are granted access to the tools a teacher needs in Switched-On Online. If you use a student's username and password, you are given access to that student's school work.

As a teacher, the **Login** page allows you to quickly view any school-wide messages, posted to the login page by the administrator.

### Logging In

1. Enter teacher **username**. This is the **username** your school administrator gave you along with your school site address and **password**.
2. Press the **Tab** key, or click your mouse in the **password** textbox.
3. Enter the **password** you received from the administrator.

**Note:** **Usernames** and **passwords** are case sensitive. Be sure to enter them exactly as they were provided.

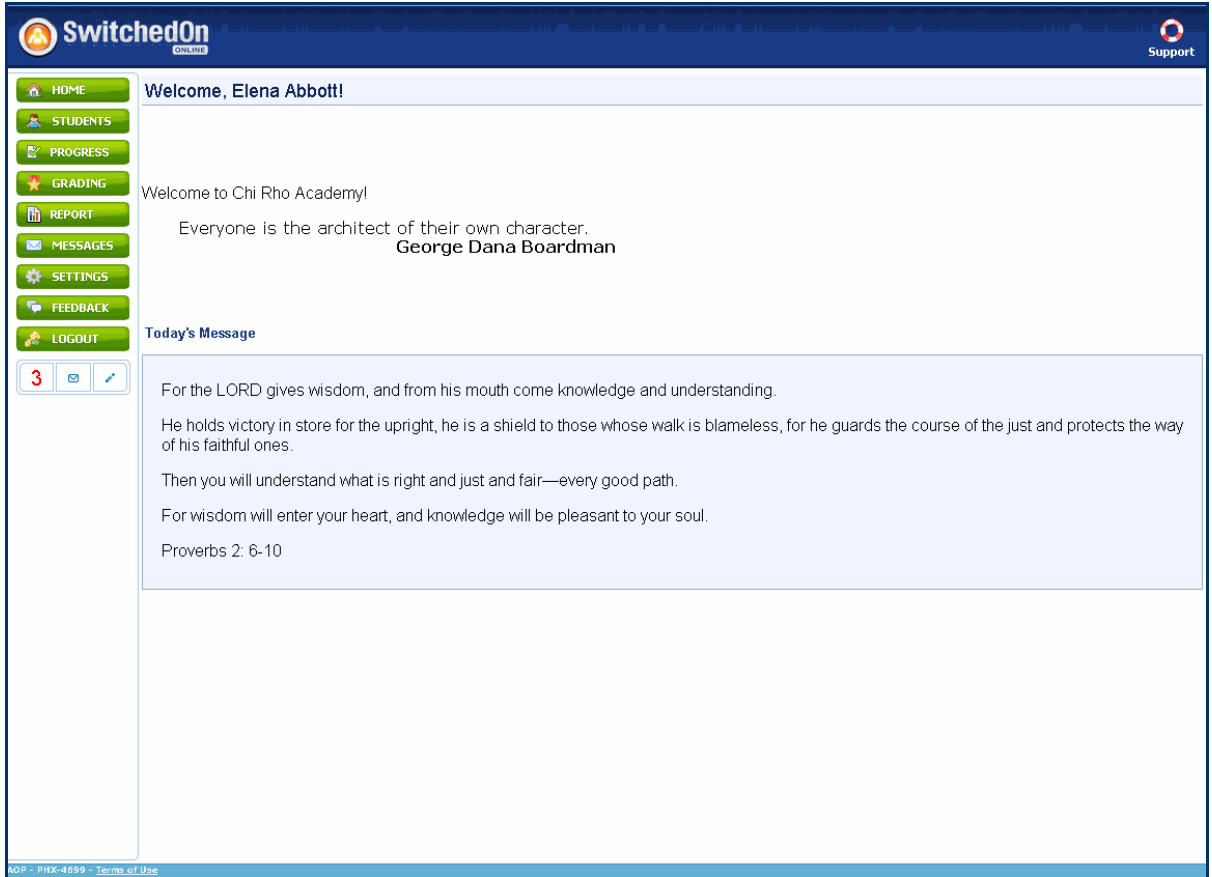


The screenshot shows the Switched-On Online login interface. At the top is a blue header with the Switched-On ONLINE logo. Below the header is a green banner that reads "Welcome to Chi Rho Christian Academy". To the right of the banner is a login box with fields for "Username" and "Password", and a "Login" button. Below the banner, the word "Welcome" is displayed. Further down, a blue link reads "Welcome to Chi Rho Christian Academy!". Below that, a blue link reads "For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11". At the bottom left, small text reads "Odysseyware On The Web - DAL-4699".

Once you login with the username and password assigned by the administrator, you can change your password if your administrator permits. See page 48 for instructions.

## Home

The first screen you see when you log in is your **Teacher Home** page. The main body of the page contains additional school-wide message spaces; the **Welcome Message** and a **Message of the Day**. Think of these as morning announcements for the modern classroom space.



The screenshot shows the Switched-On Online Teacher Home interface. On the left is a vertical sidebar with green buttons for navigation: HOME, STUDENTS, PROGRESS, GRADING, REPORT, MESSAGES, SETTINGS, FEEDBACK, and LOGOUT. Below these buttons are three small icons: a red square with the number 3, an envelope icon, and a pencil icon. The main content area has a dark blue header with the Switched-On Online logo and a 'Support' link. Below the header, a light blue banner says 'Welcome, Elena Abbott!'. The main body contains a 'Welcome to Chi Rho Academy!' message followed by a quote: 'Everyone is the architect of their own character. George Dana Boardman'. Below this is a 'Today's Message' section with a light blue background, containing a biblical quote from Proverbs 2: 6-10. At the bottom of the page is a small footer with the text 'RDP - PHX-4699 - Terms of Use'.

**SwitchedOn**  
ONLINE

Support

HOME  
STUDENTS  
PROGRESS  
GRADING  
REPORT  
MESSAGES  
SETTINGS  
FEEDBACK  
LOGOUT

3

Welcome, Elena Abbott!

Welcome to Chi Rho Academy!

Everyone is the architect of their own character.  
**George Dana Boardman**

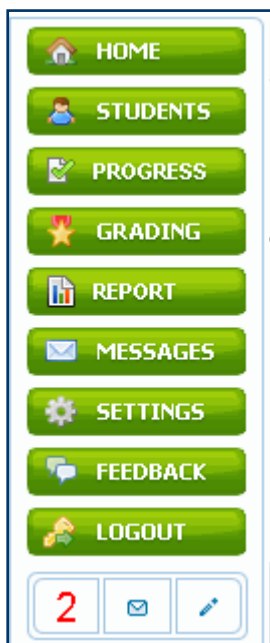
**Today's Message**

For the LORD gives wisdom, and from his mouth come knowledge and understanding.  
He holds victory in store for the upright, he is a shield to those whose walk is blameless, for he guards the course of the just and protects the way of his faithful ones.  
Then you will understand what is right and just and fair—every good path.  
For wisdom will enter your heart, and knowledge will be pleasant to your soul.  
Proverbs 2: 6-10

RDP - PHX-4699 - Terms of Use

## Home (cont.)

Down the left side of every page in the **Teacher Mode** is a series of buttons to help you quickly navigate to the functions you need.



### **Home:**

Returns you to the **Teacher** home page.

### **Students:**

Allows you to review student progress, grade student work and customize courses. Information is listed by student name.

### **Progress**

Enables you to easily view student progress and directly access assignments needing your attention.

### **Grading:**

Allows you to review student progress, grade student work and customize courses. Information is listed by course.

### **Report:**

Lets you access the Student Grade and Usage Summary (Time-on-Task) Reports from anywhere in the application.

### **Messages:**

Provides you access to the Switched-On Online messaging system. You can read and reply to current messages, send a new message, and read past messages.

### **My Settings:**

Allows you to change your password, if your administrator allows.

### **Feedback:**

Provides access to our feedback form.

### **Logout:**

Logs you out of Switched-On Online.

**Note:** Switched-On Online automatically logs you out after approximately 60 minutes of inactivity.

### **Message Indicator:**

Displays the number of new messages you have. Allows you to quickly read a message or write and send a new message.

## Tech Support

In the upper right corner of every page in Switched-On Online you see a small red and white life preserver and the word **Support**. When you click this, you are immediately directed to our Tech Support page where you find contact information for Tech Support, frequently asked questions about the system, specific issues or tips that have surfaced recently and lots of other valuable information.



## Student Progress

**Student Progress** is a page you will likely find most valuable and useful, as it provides you a quick view of your students daily activity. Click the **Progress** button to open a page displaying recent student activity. Each time a student completes an activity in a course that is assigned to you, a new listing appears on the **Student Progress** page. Think of this area as a “Teacher To-Do” list. Just as with any “to-do” list, you remove an item from the list after it is completed. It is important to keep this list cleared off, removing items as you review and grade them.

In addition to the student name, each new listing contains complete assignment information; including the course name, unit number, assignment title, date and time (MST) the assignment was submitted, assignment status, and student performance data; such as, the number of attempts, and the computer-generated score. Assignment statuses include:

- **Complete** – The assignment was submitted with a passing score.
- **Attention** – The teacher needs to check the assignment for a manually graded item or a student request for help on some part of it. This is the status all projects receive when they are submitted as complete, because all projects are manually graded.
- **Started** – No teacher action is required. This is an advisory that your student has begun a quiz or test. Do NOT delete these entries. The status automatically changes to Attention or Complete when the student submits the quiz or test as finished. If you remove this entry while the status is “Started”, you will NOT see the “Complete” or “Attention” status entry. If a student exits a quiz or test without clicking the Finish Assignment button, this entry, with the “Started” status in never replaced. This status does NOT apply to tests taken while in a CRx mode course.
- **Attempt** – Indicates a lesson submitted that did not achieve the pass threshold. The student is still working in lessons with this status. It is NOT ready for grading at this time. This status only applies to lessons because they are the only assignment type to automatically loop back until the pass threshold is met.

Student Progress									
<p>The Student Progress list can be sorted and searched by Student, Course, Date and Status. Please note - this list displays only 750 entries. These represent the most recent items added to the list. It is possible that your Student Progress list contains many more items than this. In order to see those older items, you will need to remove items from the list of 750. Items older than six months will not be available. Please be aware that sorting by columns and searching will only affect items contained in this 750.</p> <p> <input type="button" value="Toggle Selection"/> <input type="button" value="Remove Selected"/> </p>									
<div> Show <span>100</span> entries <div>Search:</div> </div>									
Select	Student	Course	Unit	Assignment	Date	Status	Attempts	Score	
<input type="checkbox"/>	Liane,Deeley	World Geography (2010)	1	Quiz 1: Introduction to Geography	Wed Aug 18, 2010 03:50 PM	Started	1	10	
<input type="checkbox"/>	Trisha,Hier	World Geography (2010)	1	Quiz 1: Introduction to Geography	Wed Aug 18, 2010 03:47 PM	Complete	1	92	
<input type="checkbox"/>	Jessica,Adoni	Vietnam Era (2010)	1	Falling Dominoes	Wed Aug 18, 2010 03:42 PM	Attention	1	92	
<input type="checkbox"/>	Trisha,Hier	World Geography (2010)	1	Geographic Tools: Graphs, Charts, and More	Wed Aug 18, 2010 03:30 PM	Attention	1	100	
<input type="checkbox"/>	Jonathan,Tilford	Vietnam Era (2010)	1	Early History	Wed Aug 18, 2010 01:48 PM	Complete	1	100	
<input type="checkbox"/>	Jessica,Adoni	Vietnam Era (2010)	1	Quiz 2: Vietnamese Nationalism	Wed Aug 18, 2010 01:46 PM	Complete	1	93	
<input type="checkbox"/>	Liane,Deeley	World Geography (2010)	1	What Is Geography?	Wed Aug 18, 2010 01:44 PM	Attention	1	100	
<input type="checkbox"/>	Robin,Henry	World Civilizations (2010)	1	Why Study History?	Wed Aug 18, 2010 10:58 AM	Attention	1	89	
<input type="checkbox"/>	Brandon,Chen	World Geography (2010)	1	Geographic Tools: Globes and Maps	Wed Aug 18, 2010 10:56 AM	Attention	1	52	
<input type="checkbox"/>	Shauna,Parker	Civil War (2010)	1	Development of Two Cultures-Part 1	Wed Aug 18, 2010 10:53 AM	Complete	2	97	
<input type="checkbox"/>	Trisha,Hier	World Geography (2010)	1	Geographic Tools: Globes and Maps	Wed Aug 18, 2010 10:51 AM	Attention	1	91	
<input type="checkbox"/>	Emily,Kane	Civil War (2010)	1	Development of Two Cultures-Part 1	Wed Aug 18, 2010 10:48 AM	Complete	1	98	
<input type="checkbox"/>	Mason,Douglas	Vietnam Era (2010)	1	Early History	Wed Aug 18, 2010 10:47 AM	Complete	1	100	
<input type="checkbox"/>	Hayden,Tucker	Civil War (2010)	1	Development of Two Cultures-Part 2	Wed Aug 18, 2010 10:44 AM	Complete	1	100	
<input type="checkbox"/>	Cade,Grance	Civil War (2010)	1	Development of Two Cultures-Part 1	Wed Aug 18, 2010 10:42 AM	Complete	1	100	
<div> Showing 1 to 15 of 15 entries <div>First   Previous   1   Next   Last</div> </div> <p> <input type="button" value="Toggle Selection"/> <input type="button" value="Remove Selected"/> </p>									

## Student Progress (cont.)

### Reviewing and Grading Work

Click the highlighted **Assignment** name. This takes you directly to the lesson for that specific student and removes the item from the **Student Progress** list.




### Removing a Listing

There are two ways to remove an item from this list. You can click the checkbox in the **Select** column, and then click **Remove Selected Items** (delete multiple listings at the same time using this method). Alternately, once an item is viewed the listing is automatically removed.

**Attention:** You can still view work no longer on your **Progress** page by clicking the **Students** button or the **Grading** button. Any assignment needing your attention has an asterisk (\*) beside the **Total Score** on the student **Assignment** page.

### Sorting the Student Progress List

When you open the **Student Progress** page, you can sort the data on that page by clicking on the **Student**, **Course**, **Date** or **Status** column.

Click once and it orders your data in ascending order: click again and it sorts data into descending order. The default sort remains the same, in date order, with the most recent occurrence at the top. Look for the , , or  to the right of the column title to help you remember how you have the data sorted. The solid up or down arrowhead only appears next to the column name being used to currently sort the data.

If you happen to forget which columns you can use to sort your data, hover your cursor over a column heading, the cursor changes appearance.

### Searching the List

At the top right of the list of assignments you see a **Search** box. This allows you to search for a specific student, course or status quickly and easily. Simply start typing the name, course name, or status (as shown on the previous page) and the items matching the entered criteria appear at the top of the list.

## Student Progress (cont.)

In the example below, you see the data is sorted by the **Status** column (the arrow is displayed). Notice that sorting by the **Status** column allows me to group all of the assignments that need my attention at the top of the list. This includes assignments that students have unsuccessfully attempted and those that require teacher grading.

Student Progress

The Student Progress list can be sorted and searched by Student, Course, Date and Status. Please note - this list displays only 750 entries. These represent the most recent items added to the list. It is possible that your Student Progress list contains many more items than this. In order to see those older items, you will need to remove items from the list of 750. Items older than six months will not be available. Please be aware that sorting by columns and searching will only affect items contained in this 750.

Show **100** entries

Select	Student	Course	Unit	Assignment	Date	Status	Attempts	Score
<input type="checkbox"/>	Jessica,Adoni	Vietnam Era (2010)	1	<a href="#">Falling Dominoes</a>	Wed Aug 18, 2010 03:42 PM	Attention	1	92
<input type="checkbox"/>	Trisha,Hier	World Geography (2010)	1	<a href="#">Geographic Tools: Graphs, Charts, and More</a>	Wed Aug 18, 2010 03:30 PM	Attention	1	100
<input type="checkbox"/>	Liane,Deeley	World Geography (2010)	1	<a href="#">What Is Geography?</a>	Wed Aug 18, 2010 01:44 PM	Attention	1	100
<input type="checkbox"/>	Robin,Henry	World Civilizations (2010)	1	<a href="#">Why Study History?</a>	Wed Aug 18, 2010 10:58 AM	Attention	1	89
<input type="checkbox"/>	Brandon,Chen	World Geography (2010)	1	<a href="#">Geographic Tools: Globes and Maps</a>	Wed Aug 18, 2010 10:56 AM	Attention	1	52
<input type="checkbox"/>	Trisha,Hier	World Geography (2010)	1	<a href="#">Geographic Tools: Globes and Maps</a>	Wed Aug 18, 2010 10:51 AM	Attention	1	91
<input type="checkbox"/>	Trisha,Hier	World Geography (2010)	1	<a href="#">Quiz 1: Introduction to Geography</a>	Wed Aug 18, 2010 03:47 PM	Complete	1	92
<input type="checkbox"/>	Jonathan,Tilford	Vietnam Era (2010)	1	<a href="#">Early History</a>	Wed Aug 18, 2010 01:48 PM	Complete	1	100
<input type="checkbox"/>	Jessica,Adoni	Vietnam Era (2010)	1	<a href="#">Quiz 2: Vietnamese Nationalism</a>	Wed Aug 18, 2010 01:46 PM	Complete	1	93
<input type="checkbox"/>	Shauna,Parker	Civil War (2010)	1	<a href="#">Development of Two Cultures-Part 1</a>	Wed Aug 18, 2010 10:53 AM	Complete	2	97
<input type="checkbox"/>	Emily,Kane	Civil War (2010)	1	<a href="#">Development of Two Cultures-Part 1</a>	Wed Aug 18, 2010 10:48 AM	Complete	1	98
<input type="checkbox"/>	Mason,Douglas	Vietnam Era (2010)	1	<a href="#">Early History</a>	Wed Aug 18, 2010 10:47 AM	Complete	1	100
<input type="checkbox"/>	Hayden,Tucker	Civil War (2010)	1	<a href="#">Development of Two Cultures-Part 2</a>	Wed Aug 18, 2010 10:44 AM	Complete	1	100
<input type="checkbox"/>	Cade,Grance	Civil War (2010)	1	<a href="#">Development of Two Cultures-Part 1</a>	Wed Aug 18, 2010 10:42 AM	Complete	1	100
<input type="checkbox"/>	Liane,Deeley	World Geography (2010)	1	<a href="#">Quiz 1: Introduction to Geography</a>	Wed Aug 18, 2010 03:50 PM	Started	1	10


Showing 1 to 15 of 15 entries

Remember, the **Student Progress** box is your “To Do” list. Each assignment a student submits displays on this list, so you want to clear assignments out as you grade or review them. When click the **Assignment** title (the blue link) to open the assignment, the item is then dropped off your list. If you do not need to view an assignment, be sure to click the box beside it in the **Select** column and then click the **Remove Selected Items** button to clear them off your list.



## Students

The **Students** page allows you to view all of the students assigned to you. You see a list of the first 100 students (alphabetically) that are assigned to you. (In the example below, I chose to display only 25. You can display 10, 25, 50, or 100 students at a time.) At the bottom of the list,

you see a series of navigational buttons, . Use these buttons to move through the complete list of your students.

At the very top of the page, you notice two tabs, **My Students**, and **Students Online**. The default page you see when you click the **Students** button is the **My Students** tab (see example below). The **Students Online** is a status alert. This lets you know which students are currently online and how long they have been logged on during their current session.



My Students

Students Online

Students

This table shows all the students currently assigned to you, sorted by last name. Active students are shown by default. To view 'Inactive' students, select from the dropdown box. The list can be searched and sorted by Student Name

Add Student

Status update controls

Toggle Selection

Mark Inactive

Show 25

Active Student

entries

Search:

Select	Student Name	Controls
<input type="checkbox"/>	Adoni, Jessica	Grading   Assign Courses   Edit
<input type="checkbox"/>	Ahlert, Hannah	Grading   Assign Courses   Edit
<input type="checkbox"/>	Axlyn, Mark	Grading   Assign Courses   Edit
<input type="checkbox"/>	Boyett, Josh	Grading   Assign Courses   Edit
<input type="checkbox"/>	Bryant, Andrea	Grading   Assign Courses   Edit
<input type="checkbox"/>	Carlisle, Dennis	Grading   Assign Courses   Edit
<input type="checkbox"/>	Chen, Brandon	Grading   Assign Courses   Edit
<input type="checkbox"/>	Deeley, Liane	Grading   Assign Courses   Edit
<input type="checkbox"/>	Elsom, Livvy	Grading   Assign Courses   Edit
<input type="checkbox"/>	Faber, Aaron	Grading   Assign Courses   Edit
<input type="checkbox"/>	Flint, Bella	Grading   Assign Courses   Edit
<input type="checkbox"/>	Foye, Ashley	Grading   Assign Courses   Edit
<input type="checkbox"/>	Fraye, Sean	Grading   Assign Courses   Edit
<input type="checkbox"/>	Garas, Larissa	Grading   Assign Courses   Edit
<input type="checkbox"/>	Grance, Cade	Grading   Assign Courses   Edit
<input type="checkbox"/>	Hier, Trisha	Grading   Assign Courses   Edit
<input type="checkbox"/>	Kwiatky, Jason	Grading   Assign Courses   Edit
<input type="checkbox"/>	LaBona, Adam	Grading   Assign Courses   Edit
<input type="checkbox"/>	Levin, Katee	Grading   Assign Courses   Edit
<input type="checkbox"/>	MacNeal, Sophie	Grading   Assign Courses   Edit
<input type="checkbox"/>	Nielson, Cooper	Grading   Assign Courses   Edit
<input type="checkbox"/>	Oakley, Matt	Grading   Assign Courses   Edit
<input type="checkbox"/>	Olson, Brooke	Grading   Assign Courses   Edit
<input type="checkbox"/>	Parker, Shauna	Grading   Assign Courses   Edit
<input type="checkbox"/>	Redmond, Becca	Grading   Assign Courses   Edit

Showing 1 to 25 of 31 entries

First

Previous

1

2

Next

Last

At the top of the list of students you see two drop-down boxes, and a **Search** box. Use the first drop-down box to select the number of students you want displayed per page. The second allows you to choose if you want to view active students or inactive students. The **Search** box on the right side of this row allows you to search for a particular student. As soon as you start typing in the **Search** box, the system begins narrowing your choices. As soon as you see the student you want, click to select it. The search capability is available on several pages throughout the application. It works the same way in each location. On other pages, there may be other fields you can search by. Any column with the sorting arrows can also be used to search.

Show 25

Active Student

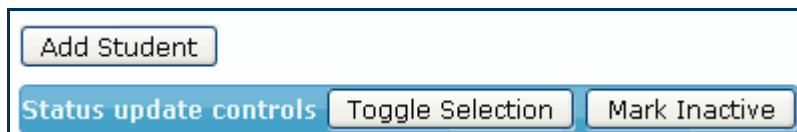
entries

Search:

## Students (cont.)

Just above the student list are the **Status update controls**. The **Toggle Selection** button allows you to select the entire list of displayed students in one click. If the checkbox in the **Select** column is blank, clicking the **Toggle Selection** button automatically checks each box, selecting each student. If any boxes already have a checkmark, those marks are removed, deselecting those students.

Clicking **Mark Inactive** moves any selected students to the Inactive list.



The screenshot shows a rectangular box containing three buttons. The top button is labeled "Add Student". Below it, within a sub-section titled "Status update controls", are two buttons: "Toggle Selection" and "Mark Inactive".

## Adding a New Student

If your administrator has permitted, you may be able to add a new student. Simply click the **Add Student** link above the **Status update controls**.

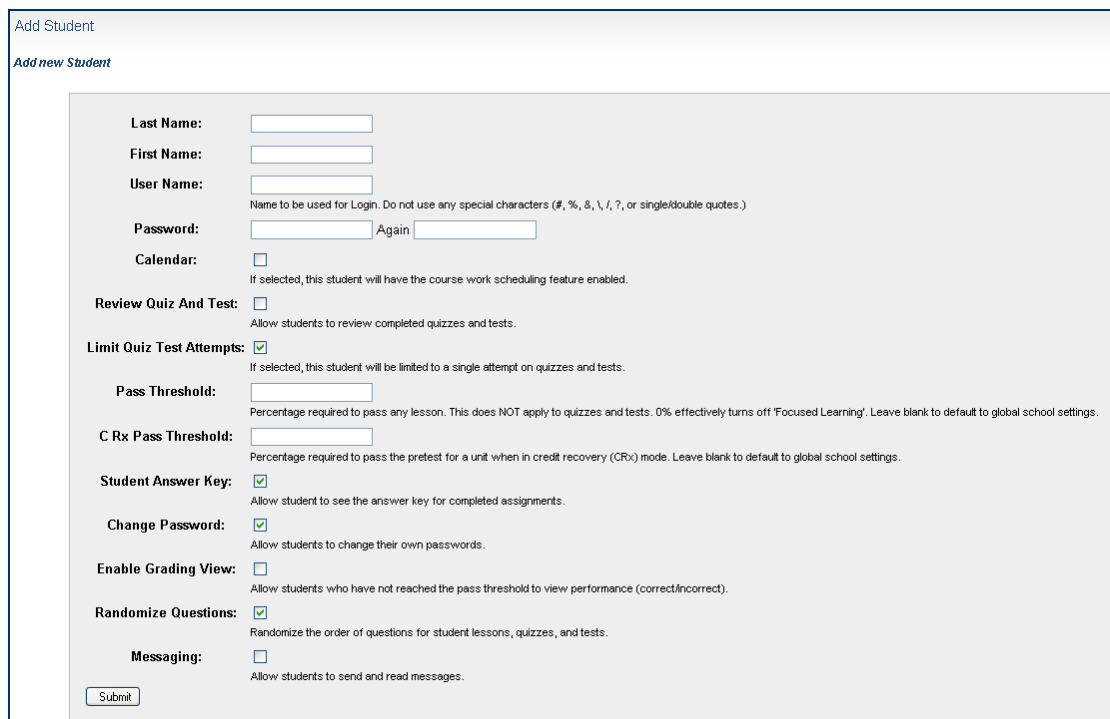
## Creating a Student Account

1. Click the **Add Student** button.
2. Enter the student name (**Last Name, First Name**).
3. Create a **User Name** for the student.

**Note:** Once created, a **User Name** cannot be changed.

4. Create a **Password**, and then re-enter it in the field to the right.

**Remember:** Passwords are case sensitive.



The screenshot shows the "Add Student" form. At the top, there is a link "Add Student" and a sub-link "Add new Student". The form contains the following fields and options:

- Last Name:** Text input field.
- First Name:** Text input field.
- User Name:** Text input field. Below it, a note says: "Name to be used for Login. Do not use any special characters (#, %, &, \, /, ?, or single/double quotes.)"
- Password:** Text input field. To its right is a field labeled "Again" for password confirmation.
- Calendar:** A checkbox. Below it, a note says: "If selected, this student will have the course work scheduling feature enabled."
- Review Quiz And Test:** A checkbox. Below it, a note says: "Allow students to review completed quizzes and tests."
- Limit Quiz Test Attempts:** A checked checkbox. Below it, a note says: "If selected, this student will be limited to a single attempt on quizzes and tests."
- Pass Threshold:** A text input field. Below it, a note says: "Percentage required to pass any lesson. This does NOT apply to quizzes and tests. 0% effectively turns off 'Focused Learning'. Leave blank to default to global school settings."
- C Rx Pass Threshold:** A text input field. Below it, a note says: "Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode. Leave blank to default to global school settings."
- Student Answer Key:** A checked checkbox. Below it, a note says: "Allow student to see the answer key for completed assignments."
- Change Password:** A checked checkbox. Below it, a note says: "Allow students to change their own passwords."
- Enable Grading View:** A checkbox. Below it, a note says: "Allow students who have not reached the pass threshold to view performance (correct/incorrect)."
- Randomize Questions:** A checked checkbox. Below it, a note says: "Randomize the order of questions for student lessons, quizzes, and tests."
- Messaging:** A checkbox. Below it, a note says: "Allow students to send and read messages."

At the bottom left of the form is a "Submit" button.

## Students (cont.)

While creating a student account you can set specific preferences for that student.

Student preferences include the following options:

### **Calendar:**

If the calendar option is not selected, the student's coursework is displayed as a list of assigned courses at the bottom of their **Home** page. If the calendar box is checked, the student's **Home** page displays the coursework in a tabbed format, each course a separate tab with a link to the student's next assignment. When the calendar option is selected, the student's coursework is distributed in a Monday through Friday calendar each week.

### **Review Quiz and Test:**

You can allow a student to view completed quizzes and tests. The default is left blank, preventing them from seeing them. Click to put a checkmark in this box to permit students to use quizzes and tests for review.

### **Limit Quiz Test Attempts:**

Allows you to decide if this student may have more than one attempt to enter and complete a quiz or test. Click to place a checkmark in this box to only allow one attempt.

### **Pass Threshold:**

As in the school setup, the **Pass Threshold** lets you set the lowest possible grade your school or program accepts as passing work on this student's lessons. Leave this field blank to default to the school settings. If you choose to change this for the student, enter the grade as a percentage of 100. Do not include the percent sign (%).

Remember, the student loops back through a lesson until he/she achieves the **Pass Threshold** score.

### **CRx Pass Threshold:**

This feature enables you to change the score this student must achieve to test out of courses assigned in **CRx** mode. You establish the minimum score the student must achieve on these tests using the **CRx Pass Threshold**. Leave this field blank to default to the school-wide **CRx Pass Threshold**.

### **Student Answer Key:**

Allows a student who has passed an assignment to see the answer to each question, one question at a time. Remove the checkmark to turn this feature off.

### **Change Password:**

Lets you decide if you want to permit this student to change his/her own password. Remove the checkmark to disallow this capability.

### **Enable Grading View:**

Enables the student who may not have achieved a passing grade to see which answers they got correct or incorrect. Remove the checkmark to turn this feature off.

## Students (cont.)

### Randomize Questions:

Tells the system to randomize how the questions appear in student lessons, quizzes, and tests. The questions always remain in the same order for the teacher, but each time the student open or refresh assignments, the order of the questions is changed. When the assignment status is changed to "Completed", the questions display in the same order as they do in Teacher mode. If you wish to enable the randomization of questions, place a checkmark in the box beside this feature.

### Messaging:

Enables you to block the student from using the messaging capability within the application. Leave this box blank to allow the student use of this feature.

When you've completed the student setup, click the **Submit** button. You are returned to the main **Students** page.

## Controls

The students you see and what information is displayed to the right of the student name differs from teacher to teacher depending on how the administrator set up your teacher profile. There are four sets of permissions available to the administrator. The administrator can assign a single permission or any combination of them to a teacher. The permissions include:

- **Super Teacher:** allows you to see all of the students actively enrolled in your school's Switched-On Online program. For each student in your list, you see a **Grading** link in the **Controls** column. This allows you to review and grade assignments for each of those students. (See the next page for a discussion on the **Grading** link.)
- **Student Maintenance:** places an **Edit** link to the right of each student name listed. A teacher with **Student Maintenance** permission can retrieve a lost student password or username, or edit student information for every student listed. The **Edit** control is discussed fully beginning on page 11.

**Note:** The student **username** cannot be changed.

- **Assign Courses:** permission creates an **Assign Courses** link to the right of each student name in the **Controls** column. This link allows you to assign or unassign courses to the students listed. For detailed instructions on assigning a course, see page 16.
- **Add Student:** enables you to add a new student profile to the database. A link is placed at the top of the **My Students** page. This link allows you to access the **Add New Student** page. See pages 8 & 9 for specific instructions.

**Remember:** Without the Super Teacher permission, you can only see students already assigned to you for a course; therefore you can only assign new courses to students you already teach.

## Students (cont.)

Remember:

- **Add Student** permits you to add a new student to the school database.
- **Super Teacher** allows you to grade work for all students enrolled in Switched-On Online. You see all students in your student list.
- **Assign Courses** lets you assign a new course to any student already in your student list.
- The **Edit** link enables you to modify student information for any student you see in your student list.

## Students / Grading Link

Click the **Grading** control link next to a student's name on the **Students** page to access the **Grading and Review** page. (You can also get to the **Grading and Review** page by clicking the **Grading** button on the left side of the screen – see page 36.)

This page lets you view all of the courses assigned to this particular student. Each course listing contains the necessary information to gauge a student's performance, at a glance.

Course assigned to Nielson, Cooper

Grading and Review.

Lesson Plan

Show 100 entries

Search:

Title	Date Started	Progress (%)	Progress	Date Completed	Total Score
Business Computer Information Systems I-B (2010)	2010-07-06	1	<div></div>	Not Completed	98
Civil War (2010)	2010-07-06	5	<div></div>	Not Completed	99
Consumer Math (2010)	2010-07-06	1	<div></div>	Not Completed	93
Earth Science (2010)	2010-07-06	1	<div></div>	Not Completed	87
English III (2010)	2010-07-06	2	<div></div>	Not Completed	93

Showing 1 to 5 of 5 entries

FirstPrevious1NextLast

On the left side of the **Courses** box, the title of the course is highlighted. Click the course title to go directly into the course to review this student's work.

To the right of the course name is the date the student started the course. Next, you see a percent complete **Progress** and the progress bar to show you a quick visual representation of the student's progress. If the course is completed, the date is recorded to the right of the progress bar. If the student still has work to do in the course, the message "Not Completed" displays. Finally, the computer keeps track of a student's cumulative score in each course. Remember, all teacher-graded problems are counted as zero when calculating the score until you change the score, so if a total score looks incorrect, there may be a project or other assignment requiring your attention.

From the **Grading** page for every student you have the **Lesson Plan** option. Click the **Lesson Plan** button at the top of the **Grading** page to view a day-by-day breakdown of what a student needs to accomplish daily to stay on track. You can change the start date for the lesson plan by selecting a new date. Simply click in the date field and use the small calendar that appears to select the new start date. (See example on next page.) When you click **Submit**, Switched-On Online recalculates the daily volume of work this student must complete to meet expectations.

## Students / Grading Link (cont.)

This lesson plan is a static document, a snapshot in time. You can use it to compare where the student ideally should be to where they are currently. Some teachers refer to this as a “pacing guide”.

## Printing a Lesson Plan

**WARNING:** We do NOT recommend printing the **Lesson Plan** (pacing guide) in its entirety. It is a lengthy document. If you do decide to print the document, you might want to only select specific pages.

- Click the **Print** icon on your web browser, or
- Select **File** on the web browser toolbar, and then select the **Print** option.

You may also cut and paste all or any portion, of the lesson plan into another application, such as Word to reformat it.

Lesson Plan for Nielson, Cooper

The default lesson plan uses the schools start and end dates as set in the calendar.

Change Start Date

Wed Aug 18, 2010

Earth Science (2010)

- Unit: 1  
Assignment Type: Lesson  
Title: Introduction

Business Computer

- Unit: 1  
Assignment Type: Lesson  
Title: The Parts and the Pieces

Civil War (2010)

- Unit: 1  
Assignment Type: Lesson  
Title: Development of Two Cultures-Part 1

Consumer Math (2010)

- Unit: 1  
Assignment Type: Lesson  
Title: Introduction
- Unit: 1  
Assignment Type: Lesson  
Title: Number Skills

English III (2010)

- Unit: 1  
Assignment Type: Lesson  
Title: Acquiring a Language

July 2010

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thu Aug 19, 2010

Earth Science (2010)

- Unit: 1  
Assignment Type: Project  
Title: Project: Research a Career

Business Computer Information Systems I-B (2010)

- Unit: 1  
Assignment Type: Lesson  
Title: Case Studies

Civil War (2010)

## Students / Edit Link

If you have **Student Maintenance** permission, the **Edit** link appears as the last option in the **Controls** column on the **Students** page. Click **Edit** to make changes to an existing student record or view existing information. (We'll take up the **Assign Courses** control link beginning on page 16.)

My Students
Students Online

Students

This table shows all the students currently assigned to you, sorted by last name. Active students are shown by default. To view 'Inactive' students, select from the dropdown box. The list can be searched and sorted by Student Name

Add Student

Status update controls
Toggle Selection
Mark Inactive

Show 25 Active Student entries
Search:

Select	Student Name	Controls
<input type="checkbox"/>	Adoni, Jessica	Grading   Assign Courses   Edit
<input type="checkbox"/>	Ahlert, Hannah	Grading   Assign Courses   Edit
<input type="checkbox"/>	Axlyn, Mark	Grading   Assign Courses   Edit
<input type="checkbox"/>	Boyett, Josh	Grading   Assign Courses   Edit
<input type="checkbox"/>	Bryant, Andrea	Grading   Assign Courses   Edit
<input type="checkbox"/>	Carlisle, Dennis	Grading   Assign Courses   Edit
<input type="checkbox"/>	Chen, Brandon	Grading   Assign Courses   Edit
<input type="checkbox"/>	Deeley, Liane	Grading   Assign Courses   Edit
<input type="checkbox"/>	Elsom, Livvy	Grading   Assign Courses   Edit
<input type="checkbox"/>	Faber, Aaron	Grading   Assign Courses   Edit
<input type="checkbox"/>	Flint, Bella	Grading   Assign Courses   Edit
<input type="checkbox"/>	Foye, Ashley	Grading   Assign Courses   Edit
<input type="checkbox"/>	Frayer, Sean	Grading   Assign Courses   Edit
<input type="checkbox"/>	Garas, Larissa	Grading   Assign Courses   Edit
<input type="checkbox"/>	Grance, Cade	Grading   Assign Courses   Edit
<input type="checkbox"/>	Hier, Trisha	Grading   Assign Courses   Edit
<input type="checkbox"/>	Kwiatzky, Jason	Grading   Assign Courses   Edit
<input type="checkbox"/>	LaBona, Adam	Grading   Assign Courses   Edit
<input type="checkbox"/>	Levin, Katee	Grading   Assign Courses   Edit
<input type="checkbox"/>	MacNeal, Sophie	Grading   Assign Courses   Edit
<input type="checkbox"/>	Nielson, Cooper	Grading   Assign Courses   Edit
<input type="checkbox"/>	Oakley, Matt	Grading   Assign Courses   Edit
<input type="checkbox"/>	Olson, Brooke	Grading   Assign Courses   Edit
<input type="checkbox"/>	Parker, Shauna	Grading   Assign Courses   Edit
<input type="checkbox"/>	Redmond, Becca	Grading   Assign Courses   Edit

Showing 1 to 25 of 31 entries
First Previous 1 2 Next Last

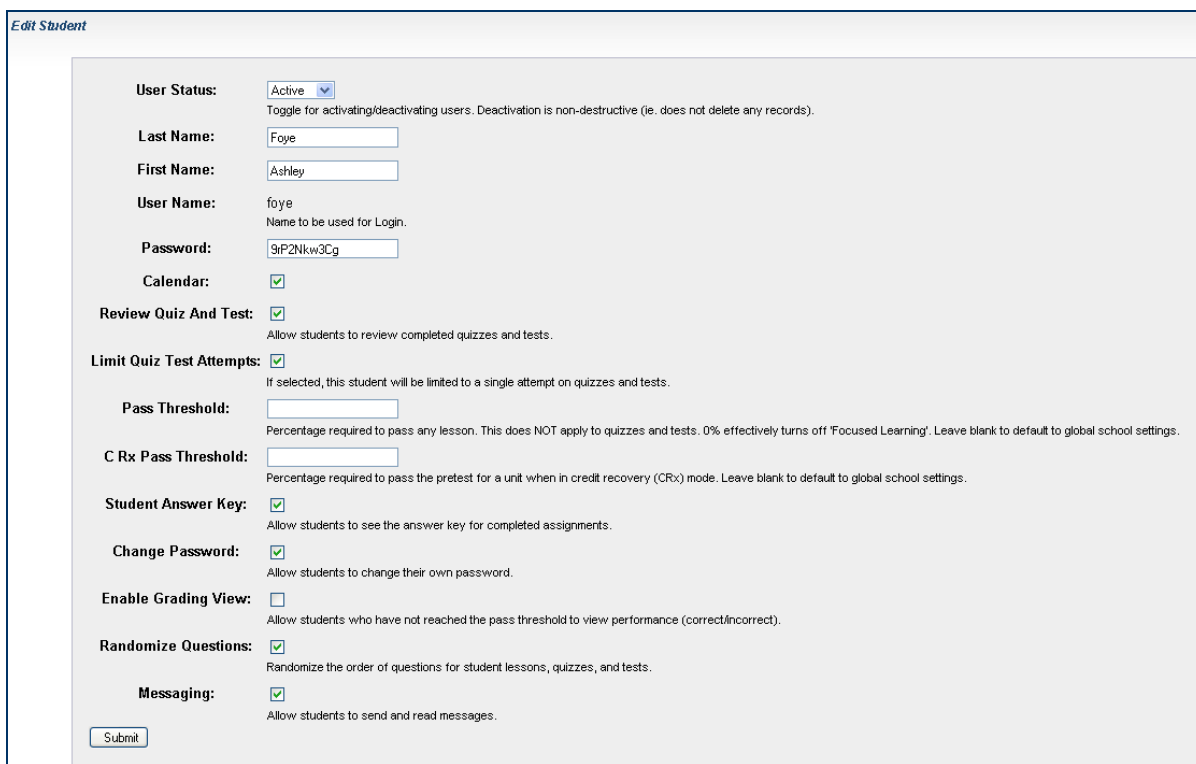
The **Edit** link comes in handy if you need to change a student password or adjust the pass threshold, for example. Beginning on the next page, we'll walk through each feature you can modify for a student.

## Students / Edit

The **Edit Student** page allows you to make changes to an established student account. Other than the User Name, you have the same options as we discussed in the [Adding a New Student](#) section beginning on page 8.

There is one new field on this page, **User Status**. This allows you to change a student between **Active** and **Inactive**. Just click the drop-down menu and be sure your choice is the one displayed.

**Note:** The username cannot be changed, but students do have the capability to change their passwords if both the administrator and you allow it.



The screenshot shows the 'Edit Student' form with the following fields and options:

- User Status:** A dropdown menu set to 'Active'. Below it, a note says: 'Toggle for activating/deactivating users. Deactivation is non-destructive (i.e. does not delete any records).'.
- Last Name:** A text box containing 'Foye'.
- First Name:** A text box containing 'Ashley'.
- User Name:** A text box containing 'foye'. Below it, a note says: 'Name to be used for Login.'
- Password:** A text box containing '9rP2Nkw3Cg'.
- Calendar:** A checkbox that is checked.
- Review Quiz And Test:** A checkbox that is checked. Below it, a note says: 'Allow students to review completed quizzes and tests.'
- Limit Quiz Test Attempts:** A checkbox that is checked. Below it, a note says: 'If selected, this student will be limited to a single attempt on quizzes and tests.'
- Pass Threshold:** A text box. Below it, a note says: 'Percentage required to pass any lesson. This does NOT apply to quizzes and tests. 0% effectively turns off 'Focused Learning'. Leave blank to default to global school settings.'
- C Rx Pass Threshold:** A text box. Below it, a note says: 'Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode. Leave blank to default to global school settings.'
- Student Answer Key:** A checkbox that is checked. Below it, a note says: 'Allow students to see the answer key for completed assignments.'
- Change Password:** A checkbox that is checked. Below it, a note says: 'Allow students to change their own password.'
- Enable Grading View:** An unchecked checkbox. Below it, a note says: 'Allow students who have not reached the pass threshold to view performance (correct/incorrect).'
- Randomize Questions:** A checkbox that is checked. Below it, a note says: 'Randomize the order of questions for student lessons, quizzes, and tests.'
- Messaging:** A checkbox that is checked. Below it, a note says: 'Allow students to send and read messages.'

At the bottom left of the form is a 'Submit' button.

Use this page to retrieve a forgotten **password** or **username**. You can also manage a number of additional student-centric features from this page.

**Note:** The function of the calendar is to distribute the student's coursework evenly across the remaining school days. It does not prevent a student from working ahead or falling behind. Also, it does not prohibit a student from working on days that do not fall within the calendar's framework.

A checkmark in the **Calendar** box indicates you want to use a calendar to evenly distribute this student's work. A blank box here eliminates the calendar from the student's work schedule. Without a calendar, the student's **Home** page displays only a list of assigned courses at the bottom. Students with a calendar see Monday through Friday, with a tab for each course displayed.

If you want to allow the student to view already completed quizzes and tests, a checkmark in the **Review Quiz And Test** box enables this. Remove the checkmark in this box to prevent the student from seeing completed quizzes and tests.

A checkmark in the **Limit Quiz Test Attempts** box permits the student to enter a quiz or test only once. To allow more than one attempt, remove the checkmark in this box.



## Students / Edit (cont.)

If you want to change the passing score on a lesson for the student, or allow a student to continue to the next lesson no matter the score achieved, use the **Pass Threshold**. Just type in the percentage a student must achieve to pass. If you set this to zero, the program defaults to whatever has been entered by the administrator as the school **Pass Threshold**. If you want to allow the student to pass, even if their score is almost zero, enter “1” in this box. This then becomes the score they must achieve to pass the assignment. Do not use the % sign, just enter the number.

It is possible for a student who knows the course material to test out of the course, by passing one test per unit. This is done by assigning a course in the **CRx** mode. Courses in this mode have their own pass threshold for the unit pretest. This is set using the **CRx Pass Threshold**. It can be done individually, on the **Edit Student** page or it can default to the **CRx Pass Threshold** set in administrator mode, by leaving the field blank on the **Edit Student** page. In this mode, the student is only assigned one test per unit. If the student achieves the **CRx Pass Threshold** on that test, they go on to the test for the next unit. If the **CRx Pass Threshold** is not met, the student is taken to the first assignment in that unit. The student must then work all of the assignments in that unit as if it were a non-**CRx** course. Once that unit is completed, the student moves on to the next unit, again with the opportunity to test out of that unit by meeting the **CRx Pass Threshold** on that test.

If you want students to take a course in **CRx** mode, be sure to select **CRx** when assigning the course. See Assigning Courses on page 16.

**Note:** Credit Recovery (**CRx**) is not presently available for the Spanish I, Spanish II, French I, French II, Health, Skills Essentials, Placement Tests, and GED courses.

The next four options are all set the same way, click to place a checkmark in the box beside the ones you want to enable. Remove the checkmark if you do not want to allow the feature.

**Note:** It is important to be aware that all of these features must be permitted in administrator mode before you can enable any of these features.

**Answer Key** is another option available to the student. It allows a student who has passed an assignment to see the answer to each question, one question at a time.

**Change Password** is exactly that. If you and the administrator permit it, the student is permitted to change his/her own password.

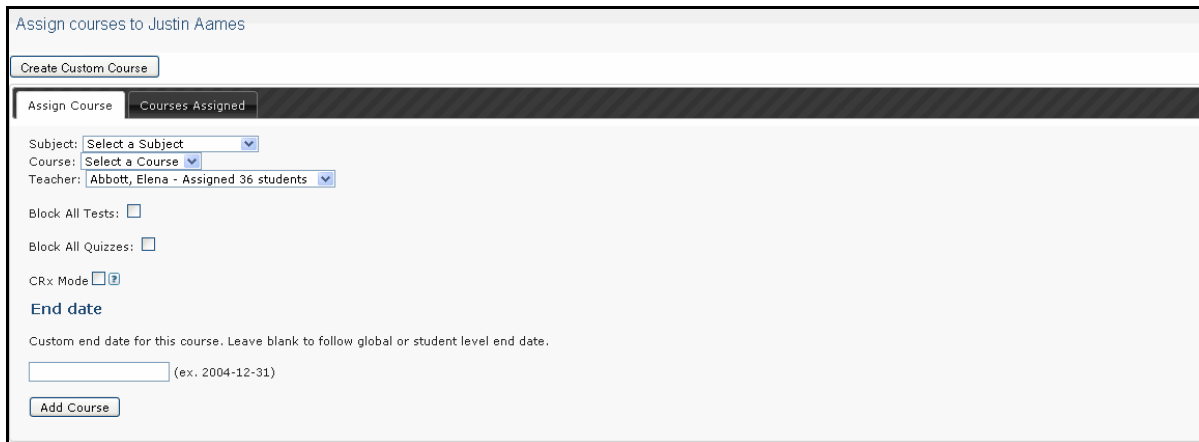
**Enable Grading View** enables a student who has not achieved a passing grade to see which answers he or she got fully or partially correct and which are incorrect.

**Randomize Questions** tells the system to randomize how the questions appear in the student's lessons, quizzes, and tests. The questions always remain in the same order for the teacher, but each time the student opens or refreshes the assignment, the order of the questions is changed. When an assignment status is changed to “Completed”, the questions display in the same order as they do in Teacher mode. This is most useful as a deterrent to cheating.

**Messaging** allows you to control whether a student has access to the messaging feature of Switched-On Online. If a student is abusing the function, you may want to remove this feature for this student.

After making any changes you must click **Submit**, or the changes you made are not saved. Submitted changes are recorded in the database and you are returned to the **Students** page.

## Students / Assigning a Course



Immediately to the right of the **Grading** control link on the **Students** page is the **Assign Courses** control link. When you click this link, you are directed to the **Assign courses** page for the particular student.

Immediately below the student's name, you see the **Create Custom Course** button. See the Custom Course section beginning on page 22 for a full discussion on custom courses.

Just below the **Create Custom Course** button are two tabs, **Assign Course** and **Courses Assigned**. Let's start with **Assign Course**, since that is the default page you see, and the one pictured above.

To assign a new course:

1. Select a **Subject** from the pull-down menu.  
Switched-On Online offers the core disciplines and a number of electives. Core subjects include: Mathematics, Language Arts, History and Geography, and Science.
2. Choose a **Course** from the pull-down menu.
3. Select the **Teacher** accountable for this course and student. If the teacher you need to assign is not in the menu list, you may need to ask your administrator to add the teacher.
4. Select the other options you want.

### **Block All Tests:**

You can choose to have all tests in this course automatically blocked by clicking the box. Blocking a test provides the opportunity for the teacher to review a student's work and determine if he or she is prepared to take the examination. When a student is ready, the teacher must go into the course and assign the test. You can block individual tests manually if you do not want to block all the tests. (See the section on Customizing Courses on page 22.)

### **Block All Quizzes:**

Just like tests, you can choose to automatically block all quizzes in this course by clicking this box. Blocking quizzes allows you to monitor student work and determine if he or she is prepared to take the quiz. You must go to the course and assign the quiz manually when ready. You can also block individual quizzes manually if preferred.

## Students / Assigning a Course (cont.)

**CRx Mode:** If you select this box, Switched-On Online generates a unit pretest for each unit in the course. If the student achieves a score, at or above the **CRx Pass Threshold**, set by the Administrator, the unit is skipped and the next unit pretest is assigned. If the pass threshold is not achieved, the student must do the assigned lessons. Regardless of the previous unit pretest score and/or performance on the unit itself, the student is assigned the pretest for each subsequent unit. (This is not a placement test.) Just a reminder, **CRx Mode** is not available for use with the courses listed in the “Note” on page 15 at this time.

If the **Lesson Pass Threshold** is activated, it continues to be in effect if the student must complete the lessons.

You, as the teacher, may still customize (skip/block/assign) individual assignments within units as necessary.

**Note:** The pretest is generated using the unit’s alternate test. If there is no alternate test in that unit, there is no pretest available for that unit at this time.

**Note:** This feature is especially useful in addressing credit recovery requirements. An example would be, if a student successfully completed part of a course, but for a variety of reasons, did not receive credit for the course.

**Course End Date:** You can also create a customized end date for each course. If you leave this space blank, the student end date is used for the course. If the student end date is blank, the school calendar end date is used.

You might want to use this custom course calendar if a student is doing some remedial work or if you have selected only certain lessons to be worked. It is also useful if an entire course must be completed in a semester instead of an entire school year.

- When you have filled in the necessary information, click **Add Course**.

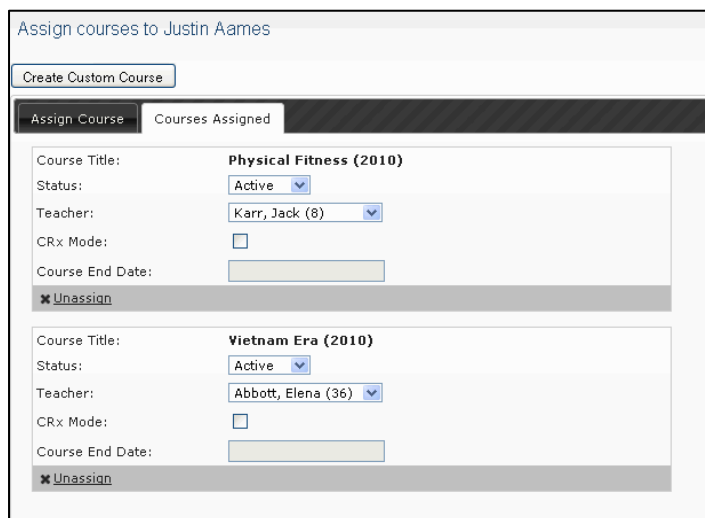
## Courses Assigned Tab

Click the **Courses Assigned** tab at the top of the **Assign Courses** page to see all of the courses assigned to this student. This includes the assigned teacher and course end date. You can change the teacher assignment or the course end date by using the pull down menus next to each item. You can also opt to click the checkbox beside **CRx Mode** in this section to assign the Credit Recovery Mode in this course, though continually changing this once the student is working in the course is not recommended.

## Unassigning a Course

Click the **x Unassign** link in the gray box below the course name to remove a course from a student course work.

**WARNING:** Clicking **Unassign** removes all work a student may have completed on the course to date.



Assign courses to Justin Aames

Create Custom Course

Assign Course Courses Assigned

Course Title: **Physical Fitness (2010)**

Status: Active

Teacher: Karr, Jack (8)

CRx Mode: ☐

Course End Date:

**x Unassign**

Course Title: **Vietnam Era (2010)**

Status: Active

Teacher: Abbott, Elena (36)

CRx Mode: ☐

Course End Date:

**x Unassign**

## Students / Assigning a Course / Modifying a Course

Once a course is assigned to a student you have the option of modifying that course for the student; meaning you can skip assignments, block assignments, use the special projects in each unit to add your own project. If you need to customize a course for only one student, we recommend you use this method as opposed to creating a custom course.

1. Click the **Students** option from the sidebar menu.
2. Click the **Grading** control to the right of the student whose course you want to modify.
3. Click the **Course** you want to modify.
4. Clicking the **Course** name brings you to the **Course Units View**.
5. Click the **Unit Title** you want to modify to open it.
6. You have the option to have the student do an assignment or not. You can block or skip any assignment. If you want to block or skip only one assignment in the unit, click the drop-down menu in the **Status** column next to the assignment to be skipped or blocked and select the option you choose. "Success", flashes immediately to the right of the drop-down menu to let you know that the status change has been recorded. If there are multiple assignments to be blocked or skipped, click the box in the **Batch** column next to each assignment and click the drop-down menu on the bottom of the **Status** column to select the status you want. The assignments you selected now reflect either skipped or blocked. To block or skip an entire unit, click **All** at the bottom of the **Batch** column, make your choice using the drop-down menu next to **All**. The entire unit is now blocked or skipped.

(See pages 19-20 for a description of all of the **Status** options.)

Grading - Henry, Robin, World Civilizations (2010), EARLY CIVILIZATIONS, 4000 - 1000 B.C.						
Assignment Control						
Assignment Type	Title	Batch	Status	Date Completed	Attempts	Total Score
Lesson	1. The Meaning of Civilization	<input type="checkbox"/>	Assigned			
Lesson	2. River Valley Civilizations	<input type="checkbox"/>	Assigned			
Lesson	3. Egypt	<input type="checkbox"/>	Assigned			
Lesson	4. China	<input type="checkbox"/>	Assigned			
Project	5. Essay: Environment	<input type="checkbox"/>	Assigned			
Quiz	6. Quiz 1: The Rise of Early Civilizations	<input type="checkbox"/>	Assigned			
Lesson	7. The Hittites	<input type="checkbox"/>	Assigned			
Lesson	8. The Aryans	<input type="checkbox"/>	Assigned			
Lesson	9. The Mycenians	<input type="checkbox"/>	Assigned			
Quiz	10. Quiz 2: Indo-European Invaders	<input type="checkbox"/>	Assigned			
Lesson	11. Inventions and Discoveries	<input type="checkbox"/>	Assigned			
Lesson	12. Early Language Development	<input type="checkbox"/>	Assigned			
Lesson	13. Transformations in Human History	<input type="checkbox"/>	Assigned			
Project	14. Project: Indo-European Groups	<input type="checkbox"/>	Assigned			
Quiz	15. Quiz 3: Patterns of Growth	<input type="checkbox"/>	Assigned			
Project	16. Special Project	<input type="checkbox"/>	Skipped			
Lesson	17. Review	<input type="checkbox"/>	Assigned			
Test	18. Test	<input type="checkbox"/>	Assigned			
Test	19. Alternate Test	<input type="checkbox"/>	Skipped			
Reference	20. Glossary and Credits	<input type="checkbox"/>	Assigned			
Batch Update Controls	Toggle Section	<input type="checkbox"/>	Choose			
Showing 1 to 20 of 20 entries						

Each unit in Switched-On Online is designed to be approximately 3.5 weeks worth of work at about an hour per day. Each unit contains from 6-25 lessons, along with assorted quizzes and tests.

## Students / Assignment Types

As you look at the list of assignments in the unit, the leftmost column displays the **Assignment** type. There are five assignment types in Switched-On Online:

- **Lesson:** Lessons are the activities that contain all the instruction and multimedia content. Students proceed through various text and multimedia presentations. When they reach the end of the lesson, they are given a number of questions to test concept mastery and retention.
- **Quizzes:** Quizzes are given every few lessons to review the concepts already covered. Quizzes require cumulative knowledge.
- **Tests:** Tests provide a unit-level examination. Alternate tests are available for most units.
- **Projects:** Projects allow students to integrate the lessons in a practical manner. They include experiments, models, reports, and any number of activities as appropriate. Students have the capability to use different applications and save multiple file types; for example, Microsoft® Word, Excel, Powerpoint, Wordpad, video, etc. to create their projects.
- **Reference:** The reference activity includes all the vocabulary words from the entire chapter, as well as a listing of all the chapter web links. Reference lessons are not graded. They are there as available information about the unit.

The last three columns on the **Assignment** page show you the date the assignment was completed (**Date Completed**), the number of times the student attempted the lesson before successfully completing it (**Attempts**), and the **Total Score** for the assignment.

## Viewing an Assignment

The second column on the **Assignments** page lists the **Title** (name of the activity). Click the **Title** of any assignment to open the lesson.

Column three, **Batch**, contains checkboxes next to each listing. These checkboxes are designed to let you batch lessons together when assigning or changing the status of an assignment. Status choices are listed in pull-down menu format under the **Status** heading.

There are five possible status selections.

**Assigned:** Most assignments have this status when the course is first assigned. This status option allows students to work on the material when it comes up in linear order.

**WARNING:** Any time you manually change the status of an assignment to Assigned, you are deleting all of the work a student has already done on that assignment. The next time the student opens the assignment, all of their previous answers have been erased.

**Note:** A student must perform the work in the prescribed order. When the student goes to work on a course he or she clicks the name of the course. The computer immediately looks to unit 1, assignment 1 and determines whether that assignment is skipped, blocked or assigned. If you have a student working on unit 9, assignment 7 and then you go into chapter 1 and reassign lesson 6, that student must complete that reassigned lesson before they can continue with unit 9. ALL work in a unit, including projects, must be completed before a student may begin the next unit.

## Students / Viewing an Assignment (cont.)

**Completed:** The status of an assignment shows **Completed** when the student has finished the assigned activity. You, the teacher, can also change the status to **Completed** which then accepts whatever score the student achieved on the assignment, regardless of the pass threshold.

The pass threshold, determined by the school administrator is applied to lessons only. If you have edit capability, you can change the pass threshold for the student. To reassign the activity to the student, click the drop-down menu and select **Assigned**.

**Caution:** Changing the status to **Assigned** deletes all of the work previously completed on this assignment.

**Accepted:** This status is basically the same as **Completed**, however it is clear that the teacher applied this status as it can only be assigned manually by the teacher.

**Skipped:** Skipped assignments display in gray on the **My Courses** area. They are not assigned to the student and cannot be opened by the student. This function allows you to focus on a particular skill or concept, rather than making a student work through the whole course. It is very useful if you have a student in need of remedial or review work. The computer passes over all skipped assignments, until it reaches a lesson that is either **Assigned** or **Blocked**.

**Blocked:** The block function prevents a student from continuing past that point in the course until the teacher changes the activity status to assigned, completed, accepted or skipped. If you want to block all the tests in every unit, for the whole course, choose block tests on the **Assign Courses** page or ask your administrator for help. You may want to do this if you need to check a student's work before he or she takes tests.

Remember, if an assignment is blocked, a student cannot proceed in the course until you change the status of the assignment.

## Batch Assignment Status

The batch feature allows you to change the status of multiple assignments at one time. Check the boxes in the batch column next to all the assignments for which you wish to select a particular status, or click **All** (at the bottom of the column) to select all the activities in this unit. Then select the status from the menu in the batch controls row. The status updates automatically.

An example of how you can use the batch command:

Suppose I want to block all quizzes, tests and a project as well as skip a lesson in a single unit. I would first click the checkbox next to each quiz, test, and the project in the unit, select **Blocked** in the drop-down menu at the bottom of the **Status** column. Every assignment I checked now shows a status of blocked. Next, I would click the checkbox next to the lessons I do not want the student to see. Then I go to that same drop-down menu at the bottom of the **Status** column and select **Skipped**. The selected activities now display a status of skipped and the student never sees them.

## Students / Viewing an Assignment (cont.)

Grading - Henry, Robin, World Civilizations (2010), EARLY CIVILIZATIONS, 4000 - 1000 B.C.						
Assignment Control						
Assignment Type	Title	Batch	Status	Date Completed	Attempts	Total Score
Lesson	1. The Meaning of Civilization	<input type="checkbox"/>	Assigned			
Lesson	2. River Valley Civilizations	<input type="checkbox"/>	Assigned			
Lesson	3. Egypt	<input type="checkbox"/>	Assigned			
Lesson	4. China	<input type="checkbox"/>	Assigned			
Project	5. Essay: Environment	<input type="checkbox"/>	Assigned			
Quiz	6. Quiz 1: The Rise of Early Civilizations	<input checked="" type="checkbox"/>	Assigned			
Lesson	7. The Hittites	<input type="checkbox"/>	Assigned			
Lesson	8. The Aryans	<input type="checkbox"/>	Assigned			
Lesson	9. The Myceneans	<input type="checkbox"/>	Assigned			
Quiz	10. Quiz 2: Indo-European Invaders	<input checked="" type="checkbox"/>	Assigned			
Lesson	11. Inventions and Discoveries	<input type="checkbox"/>	Assigned			
Lesson	12. Early Language Development	<input type="checkbox"/>	Assigned			
Lesson	13. Transformations in Human History	<input type="checkbox"/>	Assigned			
Project	14. Project: Indo-European Groups	<input type="checkbox"/>	Assigned			
Quiz	15. Quiz 3: Patterns of Growth	<input checked="" type="checkbox"/>	Assigned			
Project	16. Special Project	<input type="checkbox"/>	Skipped			
Lesson	17. Review	<input type="checkbox"/>	Assigned			
Test	18. Test	<input checked="" type="checkbox"/>	Assigned			
Test	19. Alternate Test	<input type="checkbox"/>	Skipped			
Reference	20. Glossary and Credits	<input type="checkbox"/>	Assigned			
Batch Update Controls	Toggle Section	<input type="checkbox"/>	Choose			
Showing 1 to 20 of 20 entries			Choose Choose Accepted Assigned Blocked Completed Skipped			

Notice the checkmarks in the boxes of the **Batch** column. These are the assignments I am going to block for this student. If you look at the same assignments in the screenshot below, you notice they are all now blocked.

Grading - Henry, Robin, World Civilizations (2010), EARLY CIVILIZATIONS, 4000 - 1000 B.C.						
Assignment Control						
Assignment Type	Title	Batch	Status	Date Completed	Attempts	Total Score
Lesson	1. The Meaning of Civilization	<input type="checkbox"/>	Assigned			
Lesson	2. River Valley Civilizations	<input type="checkbox"/>	Assigned			
Lesson	3. Egypt	<input type="checkbox"/>	Assigned			
Lesson	4. China	<input type="checkbox"/>	Assigned			
Project	5. Essay: Environment	<input type="checkbox"/>	Assigned			
Quiz	6. Quiz 1: The Rise of Early Civilizations	<input type="checkbox"/>	Blocked			
Lesson	7. The Hittites	<input type="checkbox"/>	Assigned			
Lesson	8. The Aryans	<input type="checkbox"/>	Assigned			
Lesson	9. The Myceneans	<input type="checkbox"/>	Assigned			
Quiz	10. Quiz 2: Indo-European Invaders	<input type="checkbox"/>	Blocked			
Lesson	11. Inventions and Discoveries	<input type="checkbox"/>	Assigned			
Lesson	12. Early Language Development	<input type="checkbox"/>	Assigned			
Lesson	13. Transformations in Human History	<input type="checkbox"/>	Assigned			
Project	14. Project: Indo-European Groups	<input type="checkbox"/>	Assigned			
Quiz	15. Quiz 3: Patterns of Growth	<input type="checkbox"/>	Blocked			
Project	16. Special Project	<input type="checkbox"/>	Skipped			
Lesson	17. Review	<input type="checkbox"/>	Assigned			
Test	18. Test	<input type="checkbox"/>	Blocked			
Test	19. Alternate Test	<input type="checkbox"/>	Skipped			
Reference	20. Glossary and Credits	<input type="checkbox"/>	Assigned			
Batch Update Controls	Toggle Section	<input type="checkbox"/>	Choose			
Showing 1 to 20 of 20 entries						



## Course Customization

Switched-On Online is designed to be modular and flexible. Every school has students that require different programs and methodologies to help them achieve success. You, as the teacher can tailor courses from the existing curriculum and create your own custom assignments that easily integrate into Switched-On Online. This makes it simple to assign and track these assignments and courses.

We recommend creating custom courses only if they are going to be assigned to multiple students. If you need to tailor a course one time for one student, modify the course using the status (as described on page 18) to customize that course for the student. You can skip and assign lessons, using the special project for additional work as desired.

**Be Aware:** Only administrators and teachers with **Assign Courses** permissions can create a custom course.

Only the user (admin or teacher) who actually created a custom course can assign it.

If you want multiple teachers able to assign a single custom course, we recommend the admin create a Teacher profile (user) with **Super Teacher** and **Assign Courses** permissions specifically for the purpose of creating and assigning custom courses.

This can also be done per subject or grade area if there is a need to house similar courses together; for example, one profile is created for all Math custom courses, one for Science custom courses, etc.

## Creating a Customized Course

To create a custom course using assignments in existing curriculum:

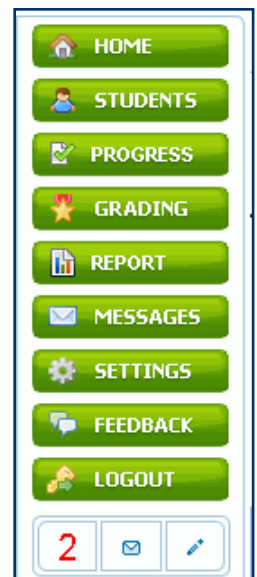
1. Click **Students** in the left navigation column.
2. Click **Assign Courses** in the **Controls** column to the right of the **Name** of the student.

Name	Controls
Adoni, Jessica	<a href="#">Grading</a> <a href="#">Assign Courses</a> <a href="#">Edit</a>
Ahlert, Hannah	<a href="#">Grading</a> <a href="#">Assign Courses</a> <a href="#">Edit</a>
Axlyn, Mark	<a href="#">Grading</a> <a href="#">Assign Courses</a> <a href="#">Edit</a>
Boyett, Josh	<a href="#">Grading</a> <a href="#">Assign Courses</a> <a href="#">Edit</a>
Bryant, Andrea	<a href="#">Grading</a> <a href="#">Assign Courses</a> <a href="#">Edit</a>
Carlisle, Dennis	<a href="#">Grading</a> <a href="#">Assign Courses</a> <a href="#">Edit</a>
Chen, Brandon	<a href="#">Grading</a> <a href="#">Assign Courses</a> <a href="#">Edit</a>

3. Click **Create Custom Course**.

Assign courses to Taylor Judson

Create Custom Course

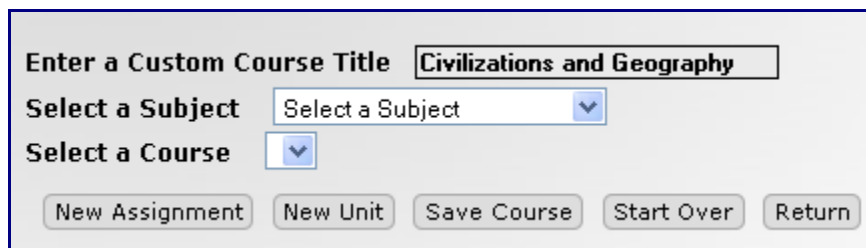


4. Enter the title you want to assign this course in the **Custom Course Title** box. It must be a unique course title. (See example on following page.)

**Note:** Only letters and numbers may be used in course and assignment titles. Special characters (punctuation marks, symbols) are not permitted.



## Course Customization (cont.)



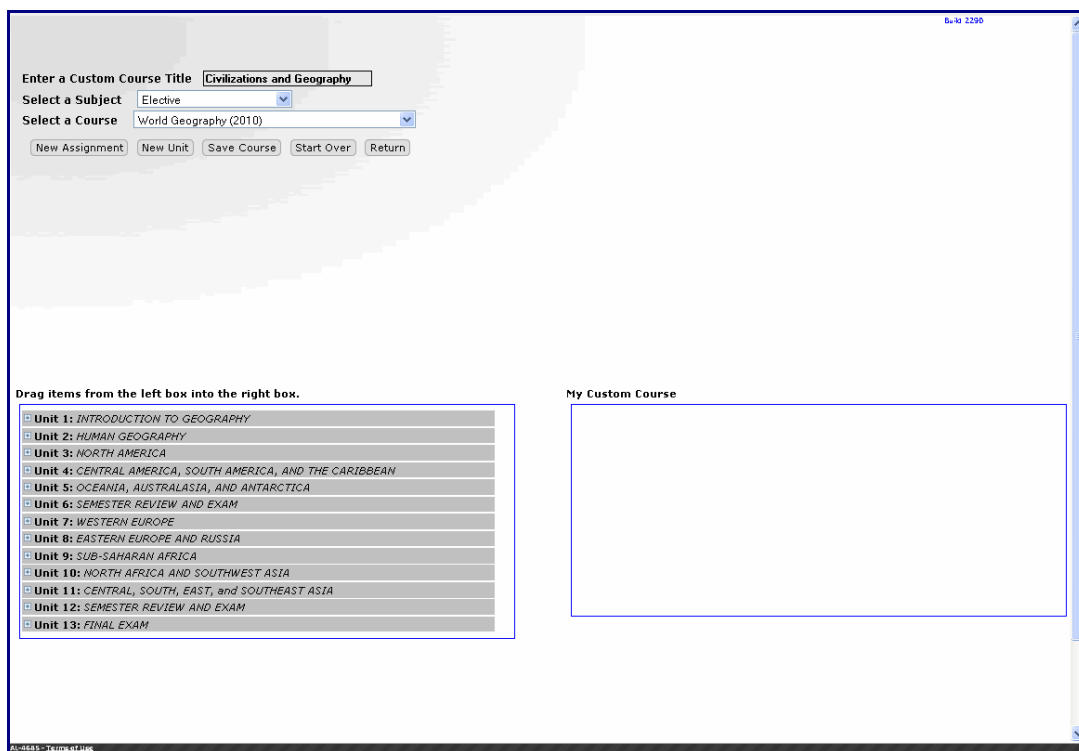
Enter a Custom Course Title

Select a Subject

Select a Course

5. Select the **Subject** containing a course with a unit or assignment you want to use.
6. Select the **Course** containing the unit or assignment to use. This populates the unit titles for the course in the box on the lower left side of your screen, as shown below.

Courses are comprised of one or more units, each containing one or more assignments. You have the option of using complete units from the existing course or individual assignments from either existing courses or assignments you create using the **New Assignment** function. First let's take a look at how to use existing units and assignments.



Enter a Custom Course Title

Select a Subject

Select a Course


Drag items from the left box into the right box.

- ☐ Unit 1: INTRODUCTION TO GEOGRAPHY
- ☐ Unit 2: HUMAN GEOGRAPHY
- ☐ Unit 3: NORTH AMERICA
- ☐ Unit 4: CENTRAL AMERICA, SOUTH AMERICA, AND THE CARIBBEAN
- ☐ Unit 5: OCEANIA, AUSTRALASIA, AND ANTARCTICA
- ☐ Unit 6: SEMESTER REVIEW AND EXAM
- ☐ Unit 7: WESTERN EUROPE
- ☐ Unit 8: EASTERN EUROPE AND RUSSIA
- ☐ Unit 9: SUB-SAHARAN AFRICA
- ☐ Unit 10: NORTH AFRICA AND SOUTHWEST ASIA
- ☐ Unit 11: CENTRAL, SOUTH, EAST, and SOUTHEAST ASIA
- ☐ Unit 12: SEMESTER REVIEW AND EXAM
- ☐ Unit 13: FINAL EXAM

My Custom Course

7. If you want to use an entire unit from the course displayed on the left side of the screen, simply click the **Unit Title**. When the pointer turns into a four-way arrow (see example below), drag the unit to the box on the right side of the screen where your new course is being assembled. Please watch for the frame around the item (indicating the item is being moved) to be certain you are actually placing the unit where you want it to be.

☒ Unit 1: INTRODUCTION TO GEOGRAPHY

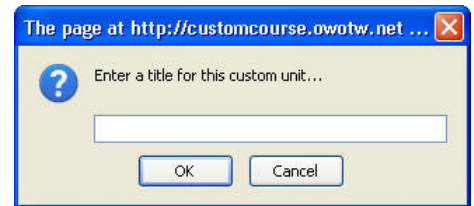
8. Assignments are all contained within a unit. To display the assignment titles, click the  sign beside the **Unit** number.

## Course Customization (cont.)

You can drag an individual assignment into an existing unit or add it to a new unit. The unit must already be in the **My Custom Course** box and be open, before dragging the assignment to the new custom course.

To add a new unit to your course, click **New Unit**, enter a **Unit Title** and click **OK**.

**Note:** If you decide you do not want a unit or assignment you have already added to the new course, you can drag the item back to the box on the left or you can click the minus sign (⊖) in the red circle to the far right of each unit or assignment.



If you plan to use a custom course for credit recovery (CRx), each unit **MUST** contain an alternate test from an existing unit. These alternate tests then become the pre-test for the CRx function.



When you choose to exclude existing assignments from your custom course, be aware that corresponding quizzes or tests are not altered. This means quiz and test questions regarding the deleted material still remain.

9. Click and drag assignments you want to your new unit, just as in **Step 7**.

Notice that units have a plus sign (+) in front of them. By clicking +, the unit opens to display the assignments within, so you can drag only the individual assignments you want.

**Note:** You can combine multiple courses by selecting a different subject and course (as in **Steps 5 & 6**) to locate the units and assignments you want to use. You may also rearrange units, and the assignments within units to best meet your need. Simply click the unit or assignment, drag and drop it in the order you want.

**Attention:** If you are using a special project, alternate test, or other assignment that is skipped in the curriculum; be sure to open the assignment and check the “Assigned” box before you save the course. If you don’t do this, the assignment will continue to be skipped and you will need to go to each individual student and assign the assignment before students can open it. To open the assignment, click it in the **My Custom Course** column, as shown on the next page. You can check the “Assigned” box there.

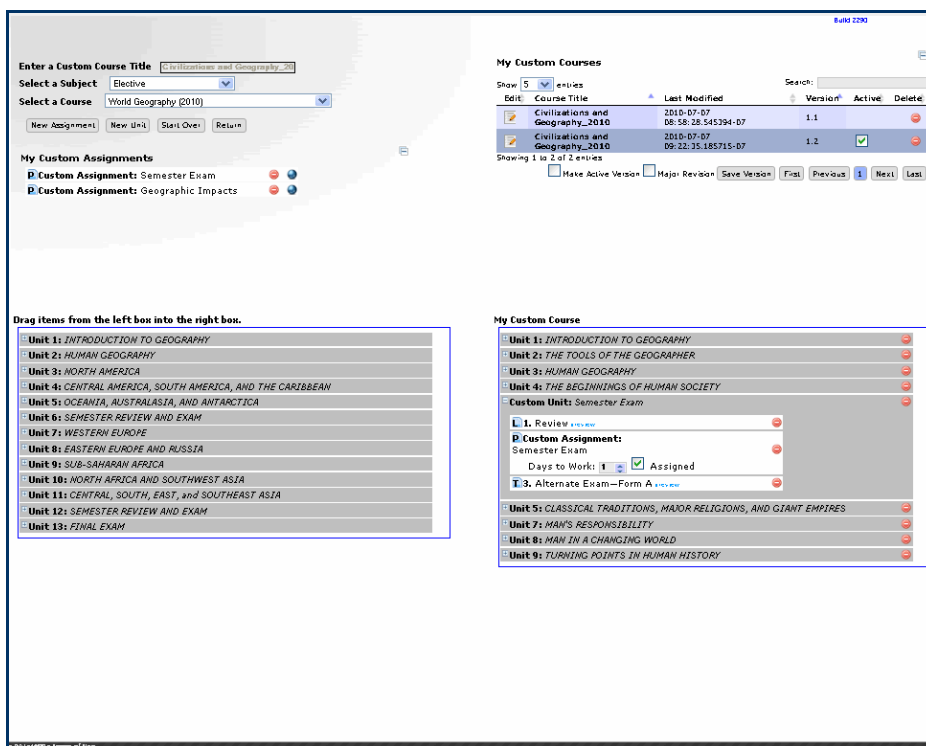
Another option is to build supplemental lessons into your custom course and change the status to skipped before you save the course. These lessons can then be assigned when and if needed. This offers you additional flexibility if you have students who need additional practice or remediation.

Two rules to keep in mind when creating custom courses:



1. Do not use an assignment from the same source course more than once in a new course. For example: Do not duplicate a lesson from unit 1 in another unit of the same new course.
2. Each assignment in a unit must have a unique name, in other words, you cannot have “Special Project” in a unit more than once, even if they come from different units or courses. If you want to do something like that, call the second assignment “Special Project 2” or “Special Project B”. Keep the file name concise. The system appends file path information onto the file. If you ever have a problem uploading a file, try shortening the file name and see if that helps.

## Course Customization (cont.)



The screenshot shows the 'My Custom Course' interface. On the left, there's a sidebar with a list of units to drag into the custom course. The units are:

- Unit 1: INTRODUCTION TO GEOGRAPHY
- Unit 2: HUMAN GEOGRAPHY
- Unit 3: NORTH AMERICA
- Unit 4: CENTRAL AMERICA, SOUTH AMERICA, AND THE CARIBBEAN
- Unit 5: OCEANIA, AUSTRALASIA, AND ANTARCTICA
- Unit 6: SEMESTER REVIEW AND EXAM
- Unit 7: WESTERN EUROPE
- Unit 8: EASTERN EUROPE AND RUSSIA
- Unit 9: SUB-SAHARAN AFRICA
- Unit 10: NORTH AFRICA AND SOUTHWEST ASIA
- Unit 11: CENTRAL, SOUTH, EAST, AND SOUTHEAST ASIA
- Unit 12: SEMESTER REVIEW AND EXAM
- Unit 13: FINAL EXAM

On the right, there's a table of custom courses:

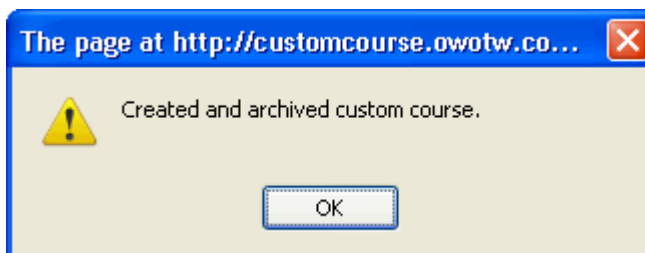
Course Title	Last Modified	Version	Active	Delete
Civilizations and Geography_2010	2010-07-07 08:58:36.545394-07	1.1	<input checked="" type="checkbox"/>	
Civilizations and Geography_2010	2010-07-07 09:22:35.185715-07	1.2	<input checked="" type="checkbox"/>	

Below the table, there's a section for 'My Custom Course' showing details for the selected course. It includes a list of units and a 'Custom Unit: Semester Exam' section with a 'Days to Work' field set to 1 and an 'Assigned' checkbox checked.

10. Clicking any assignment title displays the default number of days it should take the student to complete the assignment and the **Assigned** checkbox. If it is checked, the status of the assignment is “Assigned”. If the checkmark is not there or removed, the assignment status is “Skipped”.

**Note:** At the present time, the **Days to Work** selection is normally set to one. You may change this value to reflect the time you believe it will take students to complete the assignment, but the calendar function associated with **Days to Work** is not currently operational. In the future, it will work in conjunction with the system calendar to distribute student work across the assigned calendar. Until then, student work defaults to one calendar day per assignment, regardless of what is entered in this field.

11. When you have all of the units and assignments moved into the custom course, in the order you want, click **Save Course**.
12. When the confirmation box displays, click **OK**.





The course you just created, “Civilizations and Geography”, has been saved.

## Course Customization (cont.)

Notice the upper right side of your screen. It looks something like this:

**My Custom Courses**

Show  entries
Search:


Edit	Course Title	Last Modified	Version	Active	Delete
	<b>Civilizations and Geography_2010</b>	2010-07-07 08:31:59.327779-07	1.0	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries

☐ Make Active Version
☐ Major Revision

You can see all of the custom courses you create here. You can display 5, 10, or 25 entries in the list at a time. From this section of the screen, you can view the list of your custom courses, along with the current version number, when a course was most recently modified, identify the active version of a course, edit a course, change the active version of a course, and delete the course.

You can edit any custom course you create. Each time you edit a course, it gets a new version number.

If you need to edit a course you have previously created, click the icon () in the **Edit** column under **My Custom Courses** in the upper right portion of the screen. Everything currently in the course (units and assignments) displays in the **My Custom Courses** box, in the lower right section of the screen.

**My Custom Course**


☐ Unit 1: INTRODUCTION TO GEOGRAPHY
☐ Unit 2: THE TOOLS OF THE GEOGRAPHER
☐ Unit 3: HUMAN GEOGRAPHY

☐ 1. Where People Live
☐ 2. Settlement and Movement
☐ 3. Quiz 1: Where We Live
☐ 4. Cultural Mosaics
☐ 6. Conflict and Cooperation
☐ 7. Quiz 2: Why Do People Live Where They Do?
☐ 8. Humans and Their Environment—Part 1
☐ 9. Humans and Their Environment—Part 2
☐ 10. Quiz 3: Interactions
☐ 11. Historical Perspectives
☐ 12. Looking Ahead
☐ 13. Quiz 4: Yesterday, Today, and Tomorrow
☐ 16. Review
☐ 17. Test

☐ Unit 4: THE BEGINNINGS OF HUMAN SOCIETY
☐ Unit 5: CLASSICAL TRADITIONS, MAJOR RELIGIONS, AND GIANT EMPIRES
☐ Unit 6: Semester Exam
☐ Unit 9: MAN'S RESPONSIBILITY
☐ Unit 10: MAN IN A CHANGING WORLD
☐ Unit 11: TURNING POINTS IN HUMAN HISTORY

## Course Customization (cont.)


You can add or remove assignments and units as described beginning with Step 7 on page 23 of this document. When you are finished editing your course, there are several things you need to consider:

1. If this new version is the one you want to assign to students, click the checkbox beside **Make Active Version**, otherwise the previously identified **Active** version remains the one that will be assigned. (The Active version has a  in the **Active** column.)  
**NOTE:** Each course can have only ONE active version at a time. This is the version that is assigned to students. Once a version is assigned to a student that is the **ONLY** version the student sees. They will not see any changes made in other versions.
2. Decide if this was a major revision or a minor revision. If this is a major revision, click the checkbox to the left of **Major Revision**, otherwise it is automatically considered a minor revision.
3. Click **Save Version** when you are done.

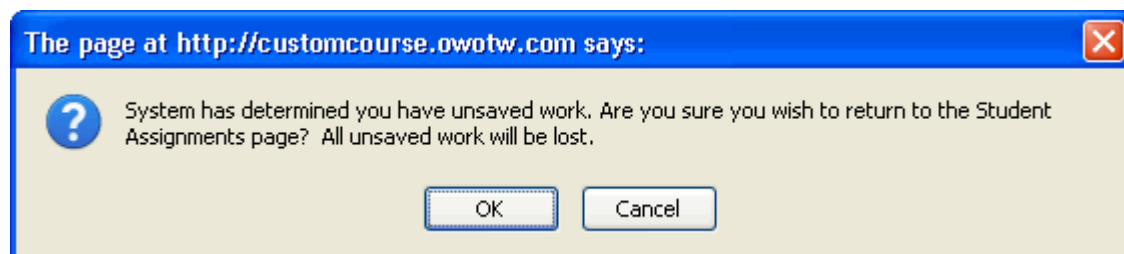
If you selected **Major Revision** the version number to the left of the decimal point will be incremented by one, i.e. 1.0 becomes 2.0.

If you decided this was a minor revision, the number to the right of the decimal point is incremented by one, i.e. 1.0 becomes 1.1.


If you forget and click **Save Course** instead of **Save Version**, you will see two courses with the same name, but the curriculum year is added again and the course is listed twice under **My Custom Courses**.

You also have the option of deleting a custom course. Simply click the **Delete** icon () in the far right-hand column beside the custom course you want to delete. A confirmation box appears asking you to confirm you want to delete the custom course. Click **OK** to delete it completely. Click **Cancel** to leave the custom course in the database.

The **Return** button (top left on your screen) takes you back to the **Student Assign Courses** page. If you click the **Return** button before clicking **Save Course** or **Save Version**, a message like this appears reminding you to save your work. If you navigate away from this page using the buttons on the left side of the page before you save your work, you do NOT see a warning message. You simply lose your work!




## Course Customization (cont.)



On the right side of both **My Custom Assignments** and **My Custom Courses**, you see a small icon, . If you click it, your list of custom assignments or custom course is hidden, giving you more space on your screen if you want to create additional courses or assignments. When you do this, two other icons display in the upper left corner of the screen:

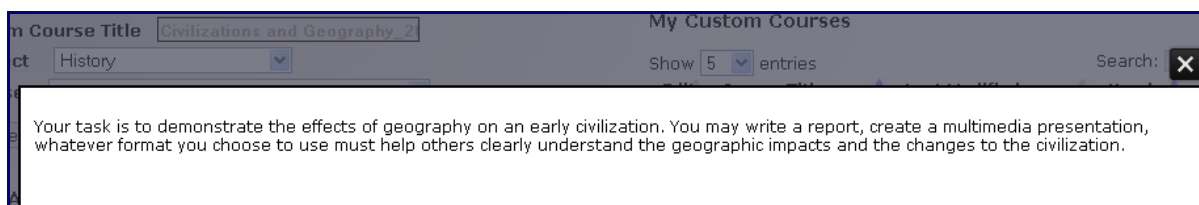


The screenshot shows a form for creating a custom course. At the top left are two icons: a pencil and paper (for assignments) and a book (for courses). The form has three main sections: 'Enter a Custom Course Title' with a text box containing 'Civilizations and Geography 2', 'Select a Subject' with a dropdown menu showing 'History', and 'Select a Course' with a dropdown menu showing 'World Civilizations (2010)'. At the bottom are four buttons: 'New Assignment', 'New Unit', 'Start Over', and 'Return'.


Click the icon on the left,  to display the list of your **Custom Assignments**. (This icon does not appear if you do not have a custom assignment created for the selected course.) Click the

icon on the right,  to display your list of **Custom Courses**.

Once you have created a Custom Assignment, you notice two other icons to the right of the custom assignment title,  . The one to the left, the circle with a horizontal line through it, is the delete button. Click it to delete the custom assignment. The second icon, the circle on the right allows you to preview the assignment. Click this icon to display the assignment on your screen like this:



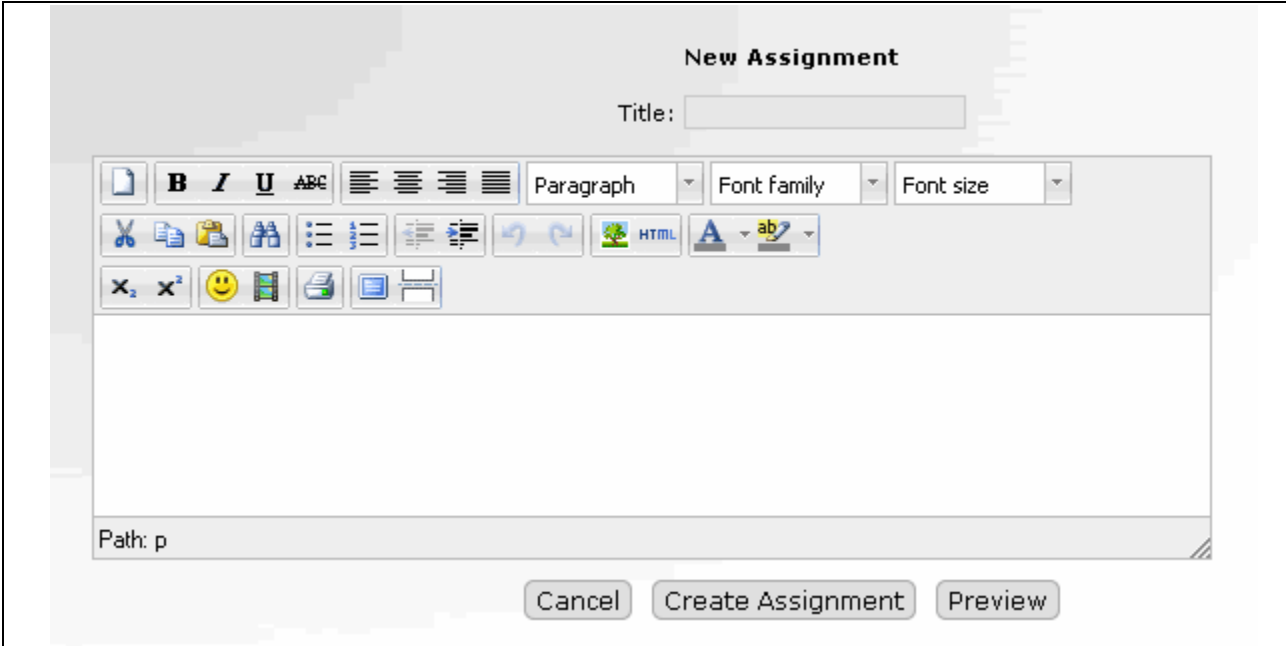
The screenshot shows a preview window for a custom assignment. At the top, it displays the course title 'Civilizations and Geography 2' and the subject 'History'. Below this is a search bar with a magnifying glass icon and a close button (X). The main content area contains the assignment text: 'Your task is to demonstrate the effects of geography on an early civilization. You may write a report, create a multimedia presentation, whatever format you choose to use must help others clearly understand the geographic impacts and the changes to the civilization.'

Click  to close the preview window.

## Custom Assignments

Switched-On Online provides a function enabling you to create a custom assignment.

1. From the same screen where you created the **Custom Course**, click **New Assignment**. The **New Assignment** screen appears.



2. Enter the **Title** of the assignment.
3. Type the student instructions into the body of the screen (the large white box above “Path”.) You can also insert media in your assignment. See the next two pages for more information.

**NOTE:** You can use any of the icons below the **Title** to help create your assignment. See the table on page 32 for additional information.

If you hold your pointer over an icon, a small text window (tool tip) appears to remind you what that icon does.

4. Click **Preview** to view the assignment as your students will see it.
5. Click **Create Assignment** when you are satisfied and ready to save it.

Your new custom assignment is now available for inclusion in the selected course. You can find it under **My Custom Assignments** in the middle left portion of the screen. Your screen now looks something like the one on page 33.


**Be aware:** ALL custom assignments are automatically treated as a project assignment type. This means they are all teacher-graded, and the score is weighted as a project, regardless of the content of the assignment.

## Custom Assignments (cont.)

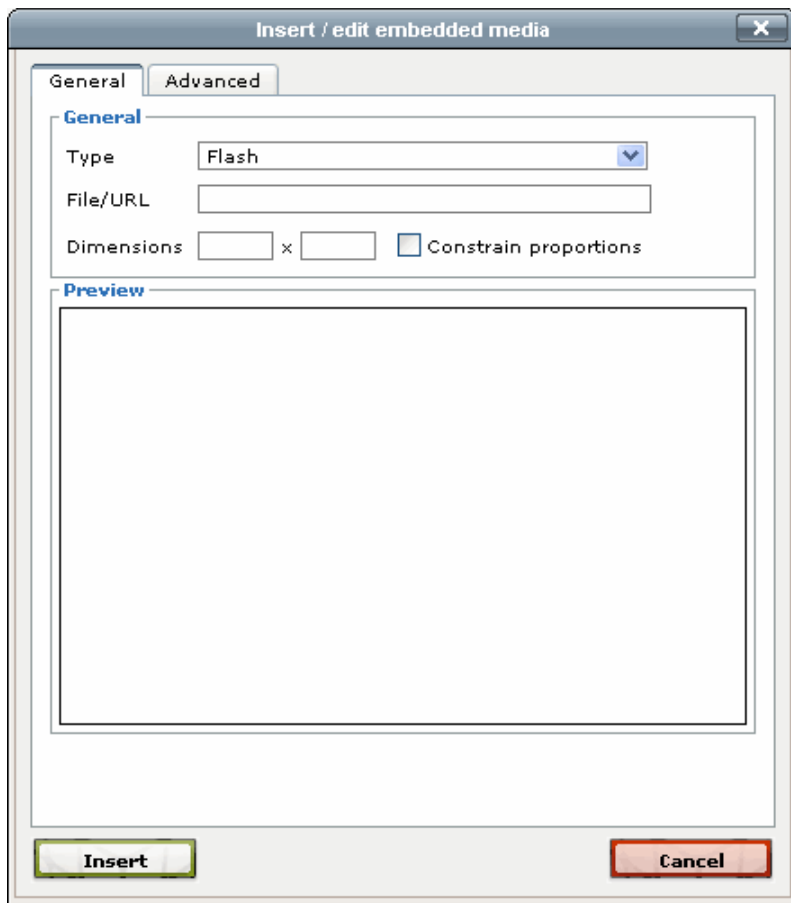
### Adding Media (Images and Videos) to New Assignments

You have the ability to add images and videos to your custom assignments. Let's walk through the steps for each type of media.

#### Adding Video

1. In row two of the **New Assignment** screen, click the 3<sup>rd</sup> icon from the right (). The one beside the tree.
2. The **HTML Source Editor** box appears.
3. On the **General** tab, select the **File Type** from the drop down menu. The default is flash.  
We recommend using Flash, as our media uses this software; therefore you know it is already installed on your computer.
4. Currently, only URLs from the web may be used. You cannot use files from your local hard drive.
5. Click **Insert** at the bottom of the box.
6. The video appears in the HTML editor.

**Note:** Optionally, experienced users may perform additional edits by clicking the **Advanced** tab.




The screenshot shows a dialog box titled "Insert / edit embedded media". It has two tabs: "General" and "Advanced". The "General" tab is active. Inside the "General" tab, there is a "Type" dropdown menu currently set to "Flash". Below it is a "File/URL" text input field. Further down are "Dimensions" with separate input boxes for width and height, and a "Constrain proportions" checkbox which is checked. A large "Preview" area occupies the lower half of the dialog. At the bottom, there are two buttons: "Insert" (highlighted with a green border) and "Cancel" (highlighted with a red border).

**Note:** See Appendices A –C for further instructions on adding URLs to your custom assignments. Appendix A contains general information about URLs. Appendix B gives you additional instruction on adding an embedded URL. Appendix C provides further instructions on how to add a non-embedded URL. Appendix D walks you through adding hyperlinks to your custom assignments.



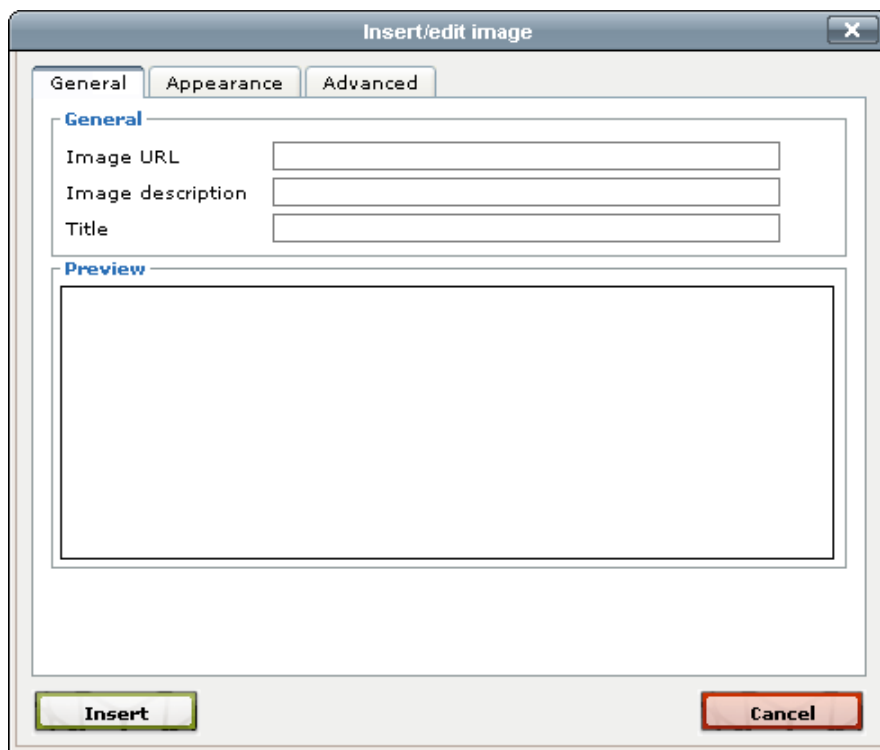
## Custom Assignments (cont.)

### Adding Images

1. In row two of the **New Assignment** screen, click the insert/edit image button () , the eleventh one from the left.
2. The **Insert/edit image** dialog box appears.
3. Paste or type the **Image URL** of the file you want to include.  
Currently only URLs from the web may be used. You cannot use local files from your hard drive.
4. Enter the **Image description**.
5. Enter the **Title**.
6. Click **Insert** at the bottom of the box.
7. The image appears in the HTML editor.

**Note:** Optionally, advanced users may alter the appearance and advanced settings for the image by clicking the appropriate tab.

**Note:** Appendix E has step-by-step instructions to add photos to your custom assignments.

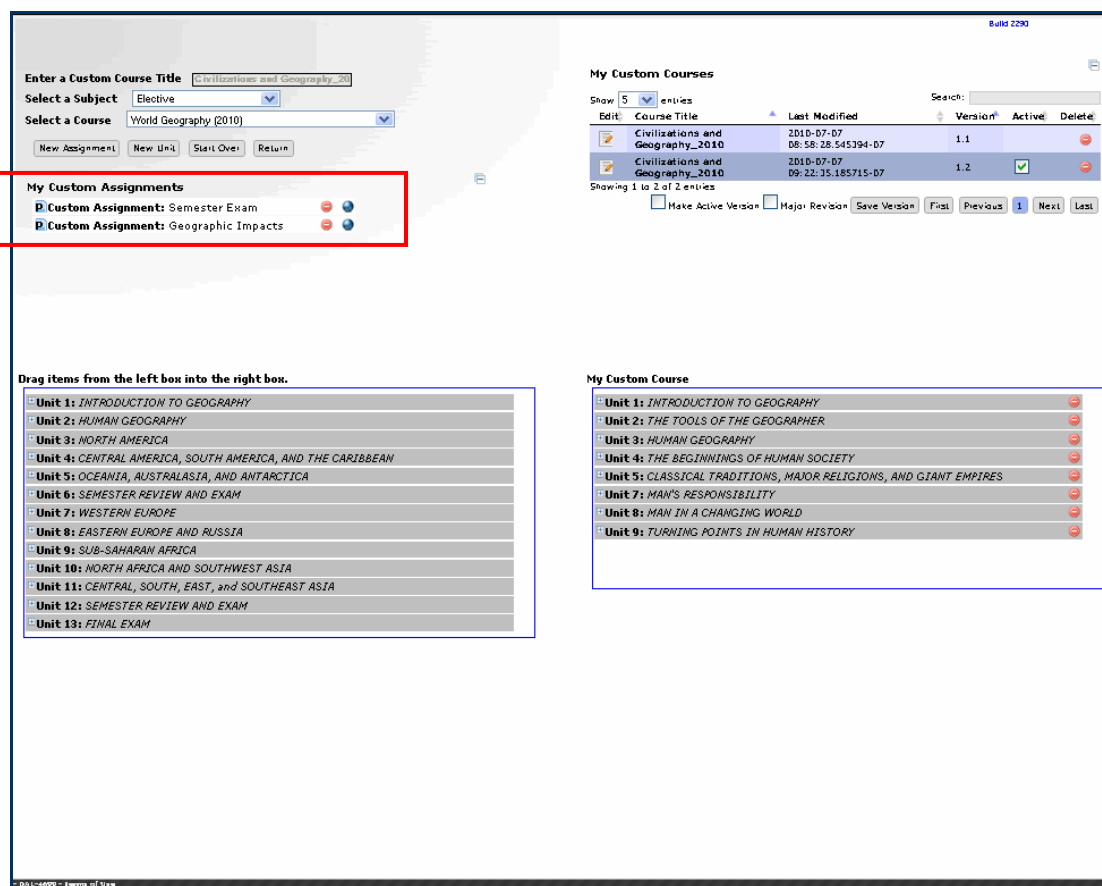


The screenshot shows a window titled "Insert/edit image" with a close button (X) in the top right corner. Inside the window, there are three tabs: "General", "Appearance", and "Advanced". The "General" tab is active, displaying three text input fields labeled "Image URL", "Image description", and "Title". Below these fields is a large rectangular area labeled "Preview". At the bottom of the window, there are two buttons: "Insert" and "Cancel".

### Custom Assignments (cont.)



ICON	ICON DESCRIPTION
	Opens a new document
	Bolds highlighted text
	Italicizes highlighted text
	Underlines highlighted text
	Strikes through highlighted text
	Aligns text to the left margin
	Centers text
	Aligns text to the right margin
	Justifies text
	Allows you to select a formatting style
	Enables you to select from available fonts
	Lets you select the size font to use
	Cut text or images
	Copy text or images
	Paste text or images
	Helps you find text
	Create bulleted lists
	Create numbered lists
	Move selected text to the right
	Move selected text to the left
	Undo the last action
	Redo the last action
	Insert or edit an image
	Edit your HTML source code
	Select color for highlighted text
	Select color for background
	Subscript highlighted text
	Superscript highlighted text
	Add an emoticon
	Insert or edit embedded media
	Print a copy of your assignment
	Lets you toggle between having the assignment display partial or full screen
	Insert a page break

## Custom Assignments (cont.)



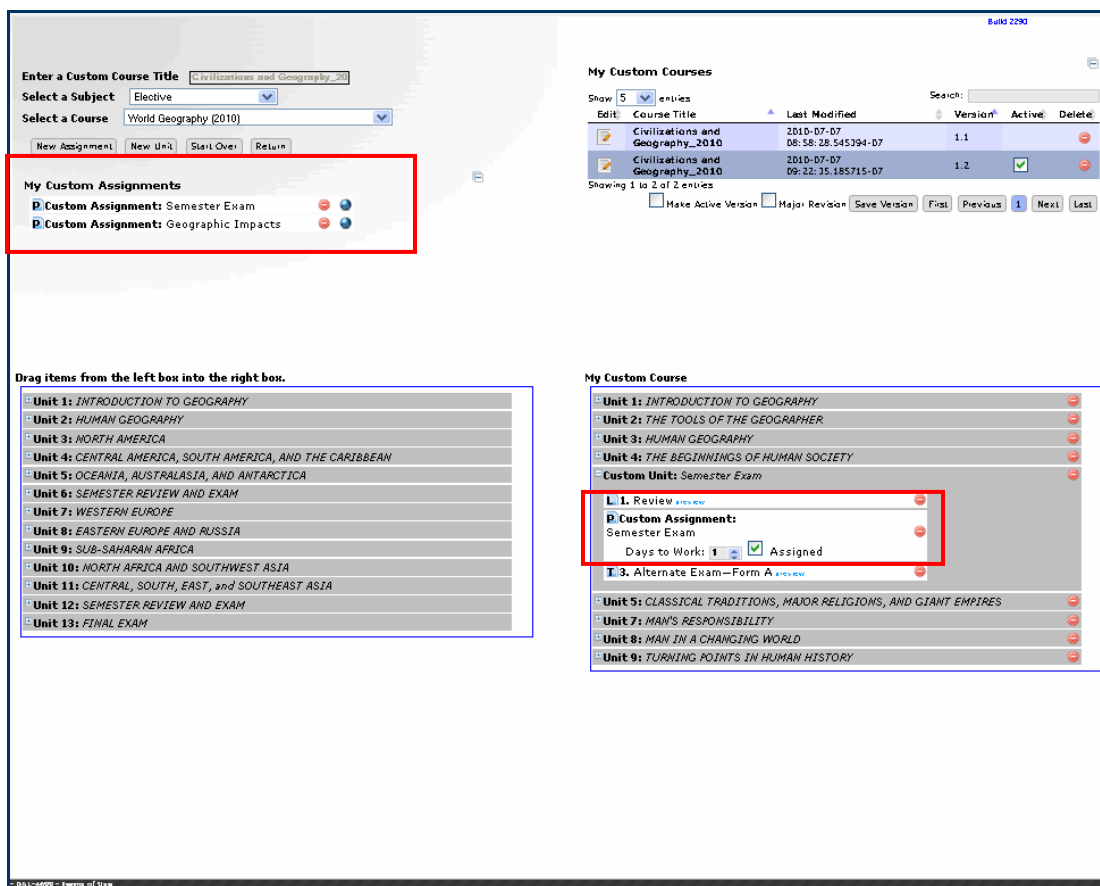
The screenshot displays the 'My Custom Assignments' section, which is highlighted with a red box. It shows two custom assignments: 'Custom Assignment: Semester Exam' and 'Custom Assignment: Geographic Impacts'. Below this, a list of units is provided, including 'Unit 1: Introduction to Geography' through 'Unit 13: Final Exam'. To the right, the 'My Custom Course' section shows a list of units for 'Civilizations and Geography\_2010'.

To add a Custom Assignment to a course:

1. Select the custom course where you want to place the new custom assignment. This can be a course from the existing curriculum or a custom course already created. For an existing course, follow the instructions beginning with **Step 4** on page 22 of this document. (Anytime you add a custom assignment to an existing course, it automatically makes it a custom course.) To use a custom course you already created, click the **Edit** icon () beside the course in the **My Custom Courses** list in the upper right side of the screen.
2. When the course is displayed in the lower right side of the screen, open the **Unit** where you want to put the assignment by clicking the  beside the unit name.
3. Click the **Custom Assignment**, "Script Writing", from the **My Custom Assignments** list in the middle left of your screen and drag it to the opened unit; then release your mouse button to drop it in place. You can move it within the unit just as you did while creating the custom course.
4. Be sure to click the **Assignment Title** and click the checkbox next to **Assigned**, so your students see the assignment in their course. You can do this either in the **My Custom Assignments** list or after you have dropped it into the course/unit. (See the image on the next page.)

Click **Save Course** when you are finished, or click **Save Version** if you want to create a new version of a custom course you previously created.

## Custom Assignments (cont.)

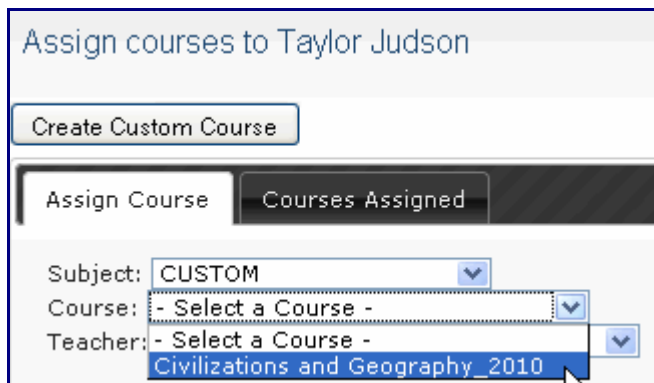


The screenshot displays the 'My Custom Assignments' section, which is highlighted with a red box. It shows two custom assignments: 'Semester Exam' and 'Geographic Impacts'. Below this, a list of units is provided for selection, including 'Unit 1: INTRODUCTION TO GEOGRAPHY' through 'Unit 13: FINAL EXAM'. To the right, the 'My Custom Course' section is also visible, showing a list of units and a custom unit 'Semester Exam' which is highlighted with a red box. The 'Semester Exam' unit is set to 'Assigned' and 'Days to Work' is 1.

## Assigning a Custom Course

To assign the course you just created:

1. Go to the **Student Assign Courses** page by clicking the **Return** button.
2. Click the dropdown arrow to the right of **Subject** and select **CUSTOM**.
3. Click the dropdown arrow to the right of **Course** and select the course you created.



The screenshot shows the 'Assign courses to Taylor Judson' page. It features a 'Create Custom Course' button and a tabbed interface with 'Assign Course' and 'Courses Assigned' tabs. The 'Assign Course' tab is active, showing dropdown menus for 'Subject' (set to 'CUSTOM'), 'Course' (set to '- Select a Course -'), and 'Teacher' (set to '- Select a Course -'). The 'Course' dropdown is expanded, showing 'Civilizations and Geography\_2010' as the selected option.

4. Continue assigning the course as you usually would by next selecting the **Teacher**.

### Custom Assignments (cont.)

5. Choose if you want to **Block All Tests** and/or put the course into **CRx Mode** or not by checking the appropriate boxes.
6. If you want the course to have a different end date than the school or student assigned end date, enter it in the **End Date** box.
7. Click **Add Course**. The course, “Forms of Literature” has now been assigned to this student.

**Note:** You may assign this course to additional students by clicking the **Students** button on the left side of the screen, click the **Assign Courses** link for the student and continue as from **Step 1** on the previous page.

Once the custom course is assigned, it is removed from the list of courses in the **Course** dropdown area. You can view it by clicking the **Courses Assigned** tab. The CUSTOM subject only appears in the **Subject** dropdown area if there are custom courses available to assign. This is done to prevent assigning the same course more than once to a single student.

Assign courses to Taylor Judson

Create Custom Course

Assign Course

Courses Assigned

Course Title:
**Civilizations and Geography**

Status:
Active v

Teacher:
Abbott, Elena (20) v

CRx Mode:
☐

Course End Date:

x Unassign

Course Title:
**Foundations for Living (2010)**

Status:
Active v

Teacher:
Park, Anne (20) v

CRx Mode:
☐

Course End Date:

x Unassign

Course Title:
**World Geography (2010)**

Status:
Active v

Teacher:
Abbott, Elena (20) v

CRx Mode:
☐

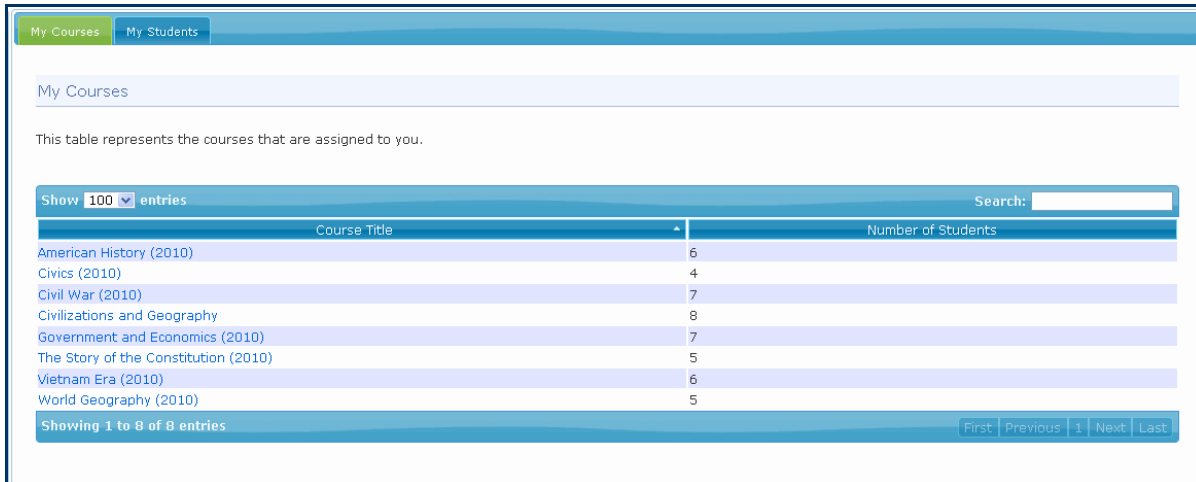
Course End Date:

x Unassign

## Grading

The system automatically grades a large percentage of students' coursework. Access the

**Grading and Review** page, by clicking  in the left-hand column of your screen, to look at computer scored activities and correct student work that requires teacher attention.



My Courses    My Students

My Courses

This table represents the courses that are assigned to you.

Show **100** entries    Search:

Course Title	Number of Students
American History (2010)	6
Civics (2010)	4
Civil War (2010)	7
Civilizations and Geography	8
Government and Economics (2010)	7
The Story of the Constitution (2010)	5
Vietnam Era (2010)	6
World Geography (2010)	5

Showing 1 to 8 of 8 entries    First   Previous   1   Next   Last

When you click the **Grading** button, the **My Courses** page displays. All of the **Courses** assigned to you are shown with the **Number of Students** enrolled in each class. You can click the Course Title and see a list of the students enrolled in this course, along with the date they started working on the course material, the date they finished (or "Not Completed" if they are not done with all of the coursework yet), and their score on the course at this time.

At the top of the page, you notice two tabs, **My Courses** (the page we are looking at now) and **My Students**. Clicking this second tab displays the **My Students** page. Every student assigned to a course you are assigned is listed, last name and first name. Clicking the last name of a student displays their courses page as described on pages 11 & 12. You see a line with each class the student is enrolled in, along with the date he/she started doing coursework, a percentage complete, a progress bar for each course, the date the course was completed, if finished, and the course composite score.

If you have Super Teacher permission, you can see all students enrolled in your Switched-On Online installation by clicking the **Students** button in the left column..

## Grading (cont.)

When you click any course title listed in the **My Courses** section, you are taken to a class list for that course.

Grading - Course Civil War (2010)			
Students enrolled in this course.			
Show 100 entries		Search: <input type="text"/>	
Name	Date Started	Date Completed	Total Score
Ahlert, Hannah	Not Started	Not Completed	0
Boyett, Josh	Not Started	Not Completed	0
Bryant, Andrea	2010-07-02	Not Completed	0
Elsom, Livvy	Not Started	Not Completed	0
Foye, Ashley	Not Started	Not Completed	0
Grance, Cade	Not Started	Not Completed	0
Henry, Robin	2010-07-06	Not Completed	100
Kane, Emily	Not Started	Not Completed	0
Levin, Katee	2010-07-06	Not Completed	98
Nielson, Cooper	2010-07-06	Not Completed	99
Olson, Brooke	Not Started	Not Completed	0
Parker, Shauna	2010-07-06	Not Completed	0
Royce, Kyle	Not Started	Not Completed	0
Tucker, Hayden	2010-07-06	Not Completed	100
Showing 1 to 14 of 14 entries		First Previous 1 Next Last	

Each student enrolled in the course is listed and the following information displayed:

**Student Name:** The student name

**Date Started:** This column records the date and time stamp the first time a student enters a course.

**Date Completed:** This column records the date when the student completes the course. If a student has not completed a course, this column shows “Not Completed”.

**Total Score:** The score field represents the overall course score. It is found by averaging together the score of each assignment. The **Score** field keeps a running tally, as the student completes assignments in each course.

Clicking a student's name from the **My Courses** screen takes you to the **Unit View** for that student's course.

## Grading (cont.)

From the **My Students** tab, if you click a student's name on the **My Students** page, you are taken to the course listing for that student.

Course assigned to Nielson, Cooper					
Grading and Review.					
<a href="#">Lesson Plan</a>					
Show <b>100</b> entries			Search: <input type="text"/>		
Title	Date Started	Progress (%)	Progress	Date Completed	Total Score
Business Computer Information Systems I-B (2010)	2010-07-06	1	<div><div></div></div>	Not Completed	98
Civil War (2010)	2010-07-06	5	<div><div></div></div>	Not Completed	99
Consumer Math (2010)	2010-07-06	1	<div><div></div></div>	Not Completed	93
Earth Science (2010)	2010-07-06	1	<div><div></div></div>	Not Completed	87
English III (2010)	2010-07-06	2	<div><div></div></div>	Not Completed	93
Showing 1 to 5 of 5 entries				First Previous 1 Next Last	

Click the course **Title** assigned to a specific student to view the **Unit** list for that course. (See example below.) Each course unit is listed with six pieces of information.

**Unit:** The unit number is shown in the first column.

**Title:** The unit title is listed next.

**Date Started:** The date the student first starting working the course.

**Progress:** This comes in two formats, you see a percent complete number and a progress bar to give you a visual representation of how much of the chapter the student has completed.

**Date Completed:** The date and time that a student completed the chapter/unit.

**Score:** The score is the cumulative score of all the completed activities in that unit. Additionally, all the unit scores are summed to create the course score.

Grading - Course Civil War (2010) Course Units for Nielson, Cooper							
Course units for this Student. You can skip entire units from this screen by selecting the skip icon.							
Unit	Title	Date Started	Progress (%)	Progress	Date Completed	Total Score	Skip Unit
1	THE PRE-WAR YEARS	2010-07-06	23	<div><div></div></div>	Not Completed	99	✕
2	THE EARLY YEARS	Not Started	0	<div><div></div></div>	Not Completed	0	✕
3	TURNING POINT	Not Started	0	<div><div></div></div>	Not Completed	0	✕
4	WAR IN THE SOUTH	Not Started	0	<div><div></div></div>	Not Completed	0	✕
5	RECONSTRUCTION OF A NATION	Not Started	0	<div><div></div></div>	Not Completed	0	✕
6	COURSE REVIEW AND EXAM	Not Started	0	<div><div></div></div>	Not Completed	0	✕
Showing 1 to 6 of 6 entries							



## Grading

Click a **Unit Title** to access the **Assignment** listing.

Grading - Nielson, Cooper, Civil War (2010), THE PRE-WAR YEARS						
Assignment Control						
Assignment Type	Title	Batch	Status	Date Completed	Attempts	Total Score
Lesson	1. Development of Two Cultures-Part 1	<input type="checkbox"/>	Completed	2010-07-06 11:45:06.739856	1	100
Lesson	2. Development of Two Cultures-Part 2	<input type="checkbox"/>	Completed	2010-07-06 11:47:50.397427	1	89
Lesson	3. Life of a Slave	<input type="checkbox"/>	Completed	2010-07-06 11:49:38.108691	1	100
Project	4. Project: The Art of Compromise	<input type="checkbox"/>	Assigned			
Quiz	5. Quiz 1: Two Cultures in Conflict	<input type="checkbox"/>	Completed	2010-07-06 11:53:04.563573	1	100
Lesson	6. Political Compromises	<input type="checkbox"/>	Assigned			
Lesson	7. Kansas-Nebraska Act	<input type="checkbox"/>	Assigned			
Lesson	8. The Kansas Issue	<input type="checkbox"/>	Assigned			
Quiz	9. Quiz 2: Compromise	<input type="checkbox"/>	Assigned			
Lesson	10. Abolition and John Brown	<input type="checkbox"/>	Assigned			
Lesson	11. Causes of Secession	<input type="checkbox"/>	Assigned			
Lesson	12. Storm over Sumter	<input type="checkbox"/>	Assigned			
Project	13. Project: Comparing Wars	<input type="checkbox"/>	Assigned			
Quiz	14. Quiz 3: Point of No Return	<input type="checkbox"/>	Assigned			
Project	15. Special Project	<input type="checkbox"/>	Skipped			
Lesson	16. Review	<input type="checkbox"/>	Assigned			
Test	17. Test	<input type="checkbox"/>	Assigned			
Test	18. Alternate Test	<input type="checkbox"/>	Skipped			
Reference	19. Glossary and Credits	<input type="checkbox"/>	Assigned			
Batch Update Controls	Toggle Section	<input type="checkbox"/>	Choose			
Showing 1 to 19 of 19 entries						

The leftmost column displays **Assignment Type**, i.e., lesson, quiz etc. Next is the **Title** of the assignment. The **Batch** column is next. To the right of that is the assignment **Status**, i.e. Completed, Assigned, Blocked. To the right of the **Status** you see the **Date Completed** and the **Attempts** columns. The **Attempts** column tells you exactly how many times the student submitted the assignment as complete. The final column is the **Score** field.

**Batch** is used if you want to change the status of multiple assignments at once. (See page 20 for status descriptions.) Click the box next to each assignment you want to reclassify, and then scroll to the bottom of the screen to the **Batch controls** line. Select the status you want to use. They are immediately changed. To change the status of all assignments, go to the bottom of the screen, click **All**, and then select the status to use. If you see an asterisk (\*) to the right of the score, it means the assignment needs your attention. There is likely a problem that requires teacher-grading. Think of it is a reminder, like see “attn” on the **Student Progress** page.

Test	<a href="#">14. TEST</a>	<input type="checkbox"/>	Assigned
Test	<a href="#">15. ALTERNATE TEST</a>	<input type="checkbox"/>	Skipped
Reference	<a href="#">16. Reference</a>	<input type="checkbox"/>	Skipped
<b>Batch controls</b>		<input type="button" value="All"/>	Choose...

Each time a student completes an assignment; the computer automatically grades everything but student written work, and posts the score here. This score is also factored into the unit and course grades. You, as the teacher always have the option of overriding the score of the computer. Simply change the score as described on the next page.

**Note:** If an assignment requires teacher grading, the computer leaves those questions ungraded until you enter a grade.

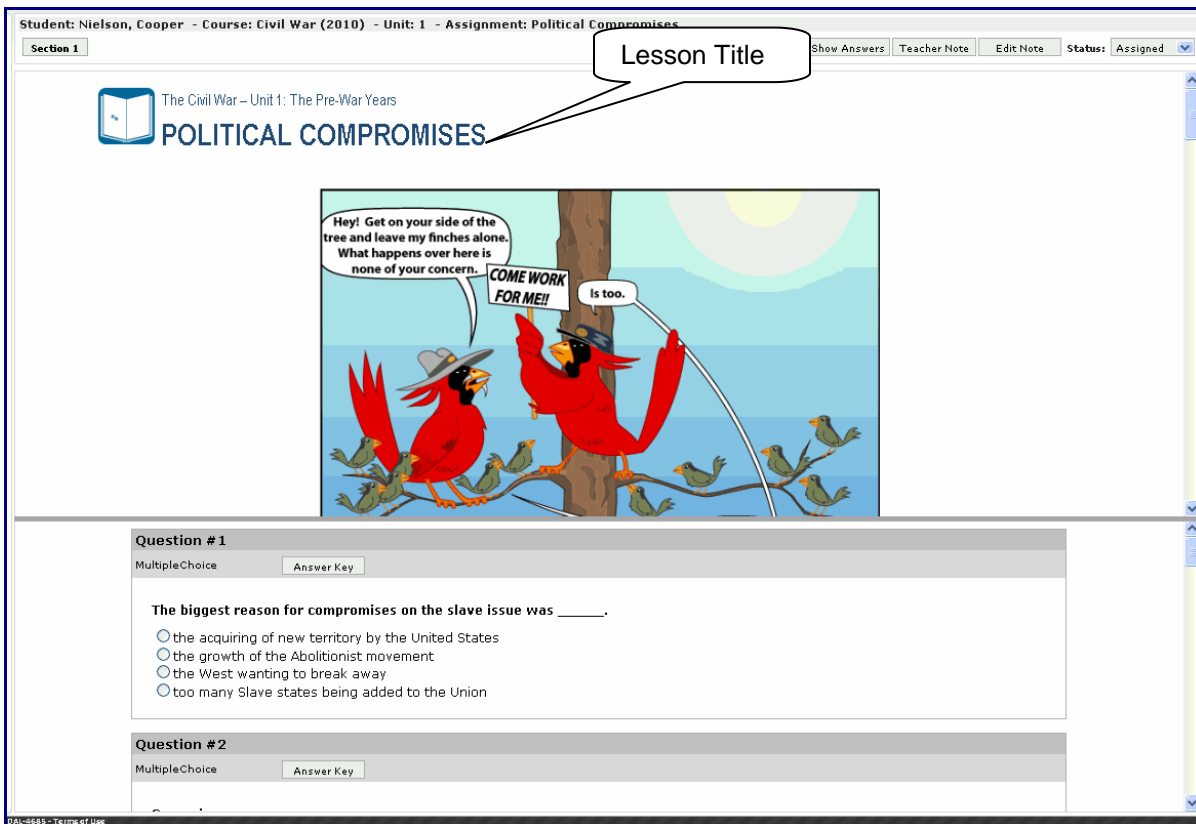
**Note:** Once a student completes an assignment, it is listed in the **Student Progress** box, accessed by clicking **Progress** button. Click the **Assignment Title** to go directly to it. (See pages 4-6 for more information.)

## Grading

When you click the **Assignment Title** on the list of assignments (as shown on the previous page), the assignment opens. You see the student's name and the current assignment score in the top right corner of the lesson. You can review the student's answers and adjust the computer scores if you believe necessary. You can also grade any student written work the computer did not score.

Just like for your students, the assignment screen maybe split, so you can see both lesson text and the problems. Notice there are two scroll bars on the right-hand side of the screen. The top one controls the presentation part of the lesson and the one on the bottom allows you to scroll down the problems. The bar that runs horizontally across the screen between the presentation and problems enables you to adjust how much of the screen shows presentation and how much shows the problems. Simply place your cursor on the bar and drag the bar up or down. When you place your cursor on the bar, the appearance of the cursor changes and usually the bar turns from gray to yellow.

**Note:** There may be times when you, as the teacher are not able to see all of the possible answers to a question. See page 42 for further explanation.



The screenshot shows the assignment interface for a student named Nielson, Cooper, in the course Civil War (2010), Unit 1, Assignment: Political Compromises. The interface is split into two main sections: the top section for the lesson content and the bottom section for questions.

**Lesson Content:** The title "POLITICAL COMPROMISES" is highlighted with a callout box labeled "Lesson Title". Below the title is a cartoon illustration of two red cardinals on a tree branch. One cardinal is wearing a hat and saying, "Hey! Get on your side of the tree and leave my finches alone. What happens over here is none of your concern." The other cardinal is saying, "COME WORK FOR ME!!" and "Is too." There are several small green finches on the branch.

**Questions:** The bottom section contains two questions. Question #1 is a multiple-choice question: "The biggest reason for compromises on the slave issue was \_\_\_\_." The options are:
 

- ☐ the acquiring of new territory by the United States
- ☐ the growth of the Abolitionist movement
- ☐ the West wanting to break away
- ☐ too many Slave states being added to the Union

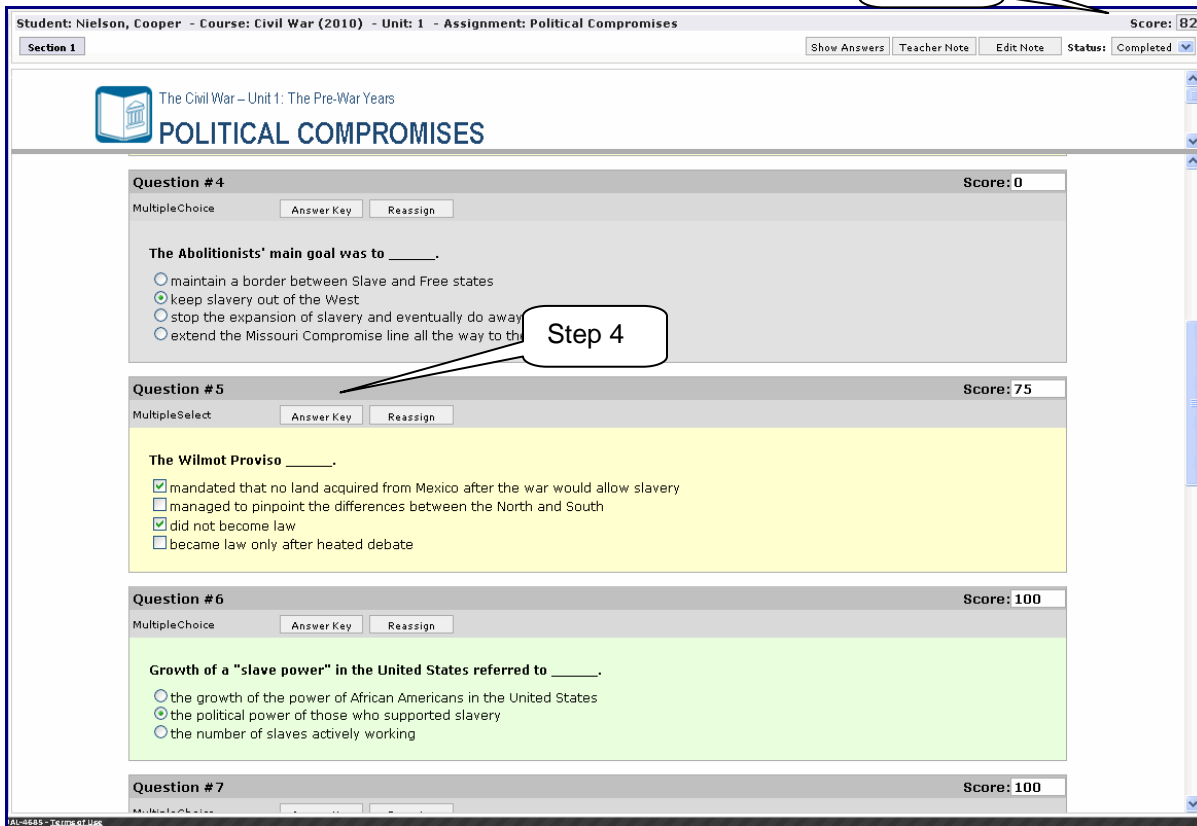
 Question #2 is also a multiple-choice question, but the options are not visible in the screenshot.

## Changing / Entering a Score:

1. Enter the lesson by clicking the **Title** as described in the paragraph above.
2. Scroll down until you see the question with the score you want to edit.

## Grading

Step 3



Student: Nielson, Cooper - Course: Civil War (2010) - Unit: 1 - Assignment: Political Compromises

Section 1

The Civil War - Unit 1: The Pre-War Years

**POLITICAL COMPROMISES**

Question #4

MultipleChoice

The Abolitionists' main goal was to \_\_\_\_.

- ☐ maintain a border between Slave and Free states
- ☒ keep slavery out of the West
- ☐ stop the expansion of slavery and eventually do away
- ☐ extend the Missouri Compromise line all the way to the

Score: 0

Question #5

MultipleSelect

The Wilmot Proviso \_\_\_\_.

- ☒ mandated that no land acquired from Mexico after the war would allow slavery
- ☐ managed to pinpoint the differences between the North and South
- ☒ did not become law
- ☐ became law only after heated debate

Score: 75

Question #6

MultipleChoice

Growth of a "slave power" in the United States referred to \_\_\_\_.

- ☐ the growth of the power of African Americans in the United States
- ☒ the political power of those who supported slavery
- ☐ the number of slaves actively working

Score: 100

Question #7

Score: 100

- The computer-generated **Score** is listed at the top, right side of the question box. (If the student's answer is correct, the box is shaded green. A partially correct answer is shaded in yellow. An incorrect or blank answer gets a score of zero and appears gray.) A question box that requires manual grading is white.
- Click **Answer Key** to display the correct answer.
- Determine what credit you want to give a student for the work done.
- Highlight the zero in the **Score** field.
- Delete the computer generated score.
- Enter the score you want to give as a percentage correct, i.e. 75, 90. Enter only the numbers. Do not use the percent sign. Click your mouse outside of the **Score** field to automatically save your change and see it reflected in the box score at the top right corner of the page. Changes are automatically saved.

If you want the student to work the problem again, click **Reassign**. The next time the student opens this course; this is the lesson that opens.

**Note:** Students have the ability to return to a completed lesson to review the material and the questions. At that point, if you and the school administrator have granted them permission (by selecting **Student Answer Key** on the **Edit Student** page) they can view the answer key to any question, one question at a time.

That's all there is to it. We recommend that you review the computer scored work often. After all, it is your classroom!

## Graphic Multiple Select Questions

Only students can work a lesson. As a teacher, there are certain question types where only one possible answer can be displayed, so you are able to see only the student's answer in those types of questions, for example, a graphic multiple select type question.

In this kind of question the student clicks the picture and a new picture appears. The student continues clicking the picture until the answer they believe is correct is displayed.

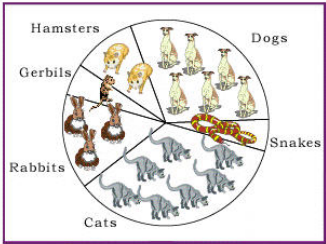
When you log in as a Teacher, you see only the student's final answer. This is because only one answer can appear in the box at a time. The picture will not change if you, as teacher, click it because the picture is locked on the student's answer. If the student's answer is incorrect, you can see the correct answer by clicking **Show Answers**. The correct answer then appears in a separate box below the student's answer. (See example below.)

To see all possible answers, you can reassign the question to the student, login as the student and click through all of the possible answers. The final picture displayed is then graded and that is what you see when you again logon using your username and password.

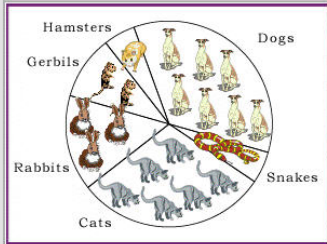
**Question #9**
Score: 0

GraphicMultipleChoice
Hide Key
Reassign

Select the correct circle graph below that represents the information given. The neighborhood children were having a pet show. They counted how many animals they would have at the show. They counted: 7 dogs, 6 cats, 3 rabbits, 2 gerbils, 1 hamster, and 1 snake.



**Answer Key**



## Reports

Switched-On Online makes it easy for you to locate and create reports. There are two separate reports available, **Student Grades** and **Usage Summary**, each at two different levels.

### Student Grades

Student Grade reports can provide you with either a fairly traditional report card type report or a more detailed view of how your students are progressing through their courses.

- **Detail Report:** This grade report gives you a complete listing of the scores for each assignment assigned to your student, with composite scores for units and courses.
- **Unit Report:** This grade report creates a brief summary of the scores for each unit in each of the courses assigned to the student. When you choose **Unit Report**, you see an additional option to check to select completed units only.

The **Unit Report** serves well as a report card type of document. It's great for parent teacher conferences. The **Detail Report** is very useful in targeting specific challenge areas for a student.

For example, a student may score an 85 in a particular unit of Math; however, in the activity concerning multiplication the student only scored a 50. The **Detail Report** shows you the specific activity scores that compose the overall unit grade of 85, making it easy for you to identify concepts a student needs to review before a quiz or test.

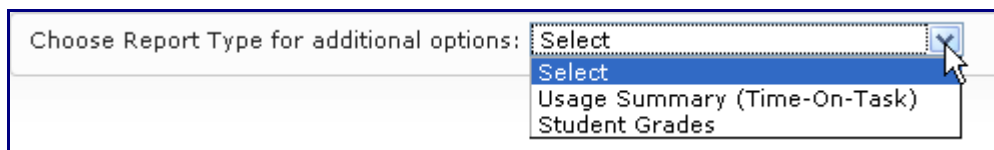
### Usage Summary Reports

Just as with the **Student Grades**, you can choose to view the student **Usage Summary** or **Time-On-Task** reports at two different levels.

- **Summary Report:** This report lists the total time the student spent in each subject between the start and end dates you selected.
- **Daily Report:** This report lists the time the student spent each day, in each course, between the dates you chose.

### Accessing the Reports

1. Click the **Report** button in the left-hand column.
2. Using the drop-down menu at the top of your screen, select either the **Usage Summary** or **Student Grades** report.



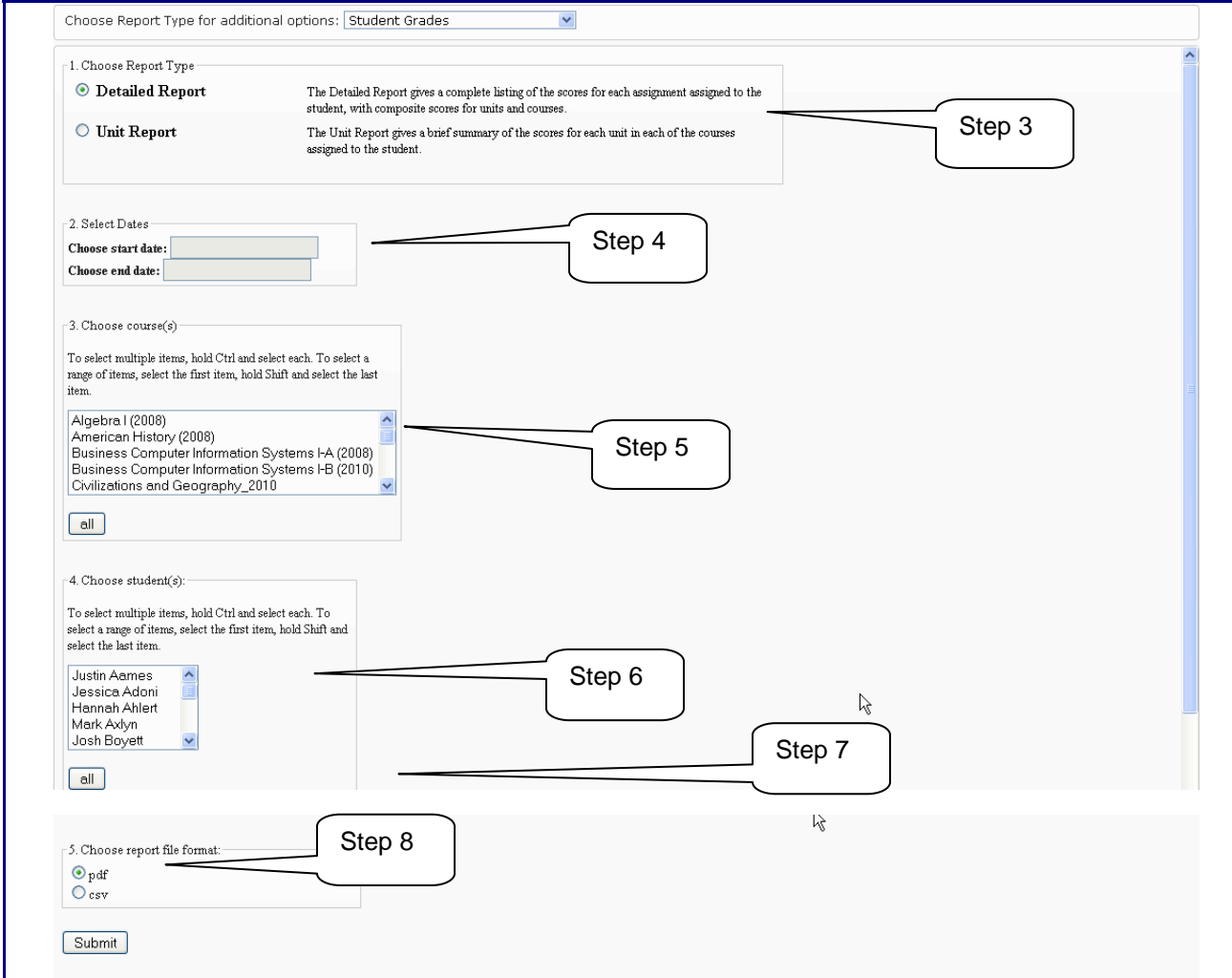
3. Next, click the report type, **Detailed Report** or **Unit Report** that you want. (See the example screen on the next page.)
4. Enter the **start** and **end dates** of the reporting period you want.
5. If you selected **Student Grades**, choose the course or courses you want the report to encompass. Click the **All** button below the course list to select all courses. If you selected **Usage Summary**, go to **Step 6**.

## Reports (cont.)

6. Choose the student or students you want displayed on the report. Click the **All** button below the student list to select all students.
7. Choose the format you want to use for your report, .pdf or .csv
8. To view the report, click **Submit**.

If you want to see all of the courses for a particular student, click the **All** button below the course list and choose only the student you want in the student list.

Conversely, if you want to see what all students assigned to a course did in a single course, choose the course you want from the course list and then click the **All** button to select all students. The report picks only the students actually assigned to that course. Below is a screenshot of a **Student Grade Report** selection screen. **Usage Summary Report** selection screens look very similar. The difference is you do not have courses (**Step 5**) listed.



Choose Report Type for additional options: Student Grades

1. Choose Report Type

☒ **Detailed Report**      The Detailed Report gives a complete listing of the scores for each assignment assigned to the student, with composite scores for units and courses.

☐ **Unit Report**      The Unit Report gives a brief summary of the scores for each unit in each of the courses assigned to the student.

2. Select Dates

Choose start date:

Choose end date:

3. Choose course(s)

To select multiple items, hold Ctrl and select each. To select a range of items, select the first item, hold Shift and select the last item.

Algebra I (2008)  
American History (2008)  
Business Computer Information Systems I-A (2008)  
Business Computer Information Systems I-B (2010)  
Civilizations and Geography\_2010

4. Choose student(s):

To select multiple items, hold Ctrl and select each. To select a range of items, select the first item, hold Shift and select the last item.

Justin Aames  
Jessica Adoni  
Hannah Ahlert  
Mark Axlyn  
Josh Boyett

5. Choose report file format:

☒ pdf

☐ csv

**Step 3** points to the Report Type section.

**Step 4** points to the Select Dates section.

**Step 5** points to the Choose course(s) section.

**Step 6** points to the Choose student(s) section.

**Step 7** points to the Choose report file format section.


**Step 8** points to the Submit button.

## Reports (cont.)


There are two formats available for each report. Both are printable. (See instructions below)

- .pdf file - Click the link and Adobe Reader opens the file.
- .csv file – This is a comma separated values file. The report appears in an Excel document. Excel allows you to create charts and graphs based on the data or export the data into another software application. You have different options when printing this file.

Below is an example of a detailed **Student Grade Report** for one student in one class.

<b>aop-documentation</b> 				
<b>Detailed Progress Report</b>				
Start: 2010-07-01 End: 2010-07-21				
<b>Student: Cooper Nielson</b>				
Unit	Type	Lesson	Completed	Score
<b>Civil War (2010)</b>				
1	Lesson	Development of Two Cultures–Part 1	2010-07-19	100
1	Lesson	Development of Two Cultures–Part 2	2010-07-19	100
1	Lesson	Life of a Slave	2010-07-19	88
1	Project	Project: The Art of Compromise	2010-07-19	95
1	Quiz	Quiz 1: Two Cultures in Conflict	2010-07-19	92
1	U	Unit Score		<b>94.24</b>
-	S	Subject Score		<b>94.24</b>

Next, an example of a unit report for one student.

<b>aop-documentation</b> 													
<b>Unit Report</b>													
Start: 2010-07-01 End: 2010-07-21													
<b>Student: Cooper Nielson</b>													
Subject	1	2	3	4	5	6	7	8	9	10	11	12	Mean
a_cmath_2010	100.00	-	-	-	-	-	-	-	-	-	-	-	100.00
a_esc_2010	92.50	-	-	-	-	-	-	-	-	-	-	-	92.50
a_laneng03_2010													
...	94.29	-	-	-	-	-	-	-	-	-	-	-	94.29
g_bcs1b_2010	96.00	-	-	-	-	-	-	-	-	-	-	-	96.00
g_hcw_2010	94.24	-	-	-	-	-	-	-	-	-	-	-	94.24

## Printing the Report

Use the **Print** commands in your web browser.

## Messages

Click **Messages** in the menu on the left side of the screen to go to the **Messaging System**. This opens your Message Center **Inbox** which allows teachers to send messages to the program administrator, other teachers, or students.

**Note:** If students are permitted to use the messaging feature in Switched-On Online, they can only message their teacher(s) or reply to a message sent by the administrator. They cannot message other students or initiate a new message to the administrator.

A list of the messages in your inbox is displayed on the **Messaging System** page. Each new message is displayed with the sender name, the subject, and the date received.

Just as with the **Students** page, you have a **Search** capability on your **Inbox** page. You can search by data in any of the columns on this page. Simply start typing in the **Search** box and the system begins filtering your choices.

**Note:** You cannot search within a message itself.

Messages			
Your messages. The default view shows new messages. Select 'Read' to view older messages.			
<a href="#">Compose Message</a>	<a href="#">Inbox</a>	<a href="#">Past Messages</a>	<a href="#">Sent Messages</a>
Show 100 entries		Search: <input type="text"/>	
From	To	Subject	Date
henry	abbott	Help Requested	07-09-2010 01:41:04
riley	abbott	Assign a course for me...	07-09-2010 12:47:28
landry	abbott	Planning for District Health Fair	07-09-2010 11:49:11
foye	abbott	Help Requested	07-09-2010 10:27:05
adoni	abbott	History assignment	07-09-2010 10:24:58
admin	abbott	New Password Format	07-02-2010 10:58:25
Showing 1 to 6 of 6 entries			First Previous 1 Next Last

**Compose Message** – click this button to open a blank message to create and send (see next page for more information on sending a message.)

**Inbox** – is a list of your current unread messages.

**Past Messages** – click here to see a list of the messages you have already viewed. You can re-read them from this page.

**Sent Messages** – click to see a list of messages you have sent, including replies to messages

### Viewing Messages

Click the highlighted subject listing to see a new message.

If you have multiple new messages, click **New Messages** to see your inbox again and select the next message to view. Once a message is read it automatically becomes a past message. You can retrieve all messages you have already seen by clicking the **Past Messages** link (above your inbox).

**NOTE:** All past messages are saved. There is no delete option.



## Messages (cont.)

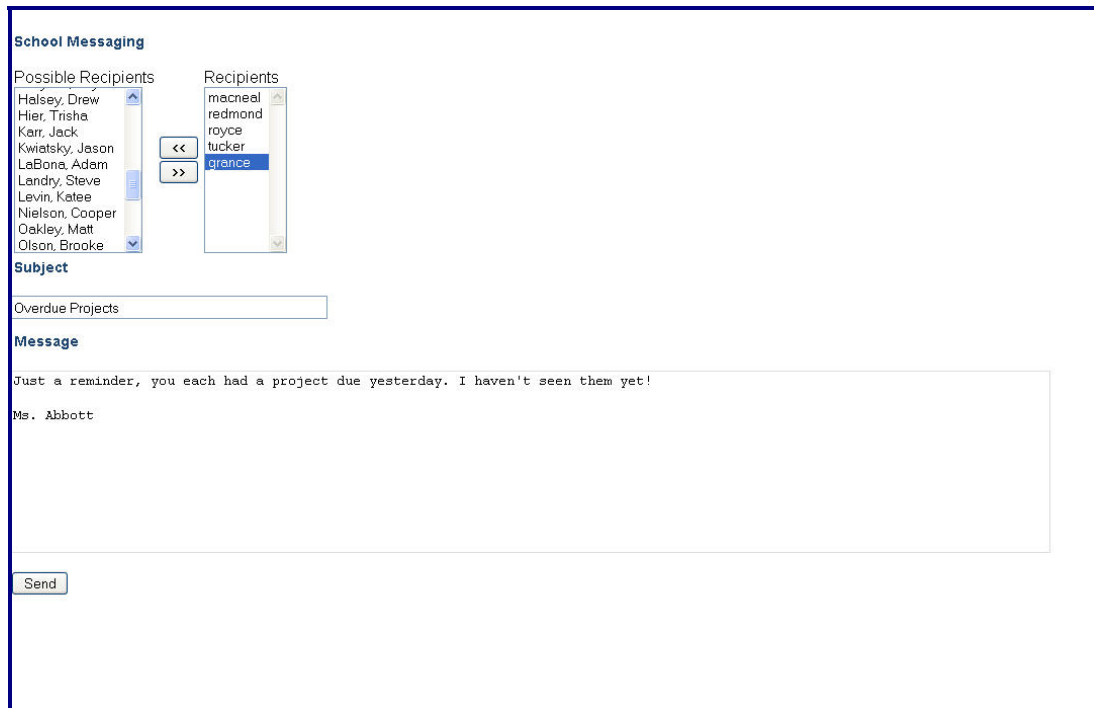
### Replying to Messages

If you want to reply to a message, click **Reply** at the bottom of the message. A window opens where you can type your response. Click **Send** when you are finished.

### Send message:

Use this option to send a message to a student (or other user enrolled in your school).

**Note:** Students may only send messages to their teachers or reply to a message from a teacher or administrator who sent them a message first.



Select the name of the recipient from the **Possible Recipients** list on the left. Click the button with the set of arrows pointing to the right to add the selected person to the **Recipients** list.



**Hint:** Hold the Control (**Ctrl**) key down while clicking to select multiple recipients. To select a group of adjacent names, click a name, hold the **Shift** key down, and then click the last name of the group you want to select. This feature works when both choosing and removing recipients.

### Removing a Name from the Recipient List

Click the name of the recipient you wish to remove. Click the button with the set of arrows pointing to the left to remove the select name(s) from the list.



### Completing the Message

1. Enter a **Subject** header. This is what is displayed for the recipient.
2. Enter the content of your **Message**.
3. Click **Send** to send your message to all the people on the recipient list.

## Settings

### Change Password

If your administrator has allowed, use this page to change your password. Simply type in the new password you want to use in the **Enter new password** textbox, and again in the **Re-enter new password** textbox, click **Submit** and you are done. If you don't click **Submit**, your changes are not saved.

My Settings

Change Password

Enter new password

Re-enter new password

Submit

## Feedback

Feedback allows users to send input to the Switched-On Online development team.

When sending feedback, please be as specific as possible. Be sure to include your name and correct email address and the specific address line (from your browser window) in your message.

Click **Send Feedback** when your message is complete.

Feedback

**Required** information:

- Your Name
- Valid Email Address
- URL (Copy and paste it from the browser address bar)
- Description of the problem/issue

**Curriculum related issues** also require:

- Subject
- Grade
- Unit
- Assignment

All of this curriculum related information can be captured by copying the line at the top of the assignment that starts with the student name. For example:  
Student: Carlson, Justin - Course: his0000\_2008 - Unit: 3 - Assignment: L5  
If you have more than one issue, please submit them separately.

\*Your Name:

\*Your School:

\*Your Phone #:

\*Your Email:

**\*Required**

Location in our application *and* your feedback message.

We value you as a customer and appreciate the time you take to share any suggestions or issues concerning our product.

An automated message will be sent to your Message System in SwitchedOn Online™. If you do not get this response within 24 hours, please contact Tech Support at (800) 735-4193 and select option 2.

Thank you,

SwitchedOn Online™ Feedback Team

## Logout

When you are finished working in the Switched-On Online environment, be sure to log out. The system automatically logs out users after approximately 60 minutes of inactivity.



When you logout you are returned to the **Login** page.

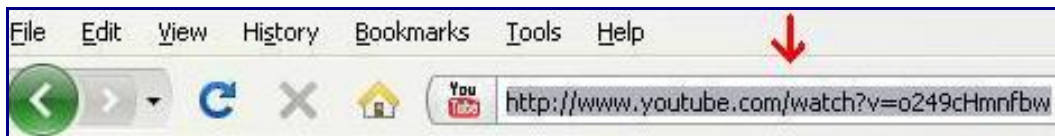
**Note:** As a security precaution it is recommended that users logout whenever they are away from their desk.

## Appendix A – General URL Usage information

Embedded URLs are likely quite a bit longer than a regular URL. This is because the URL includes extra coding to facilitate usage of the item located at that URL.

### URLs can be obtained in multiple ways:

- **Plain URL:** Copy the URL from the internet address field of the page.



- **YouTube:** Choose the URL link in the two boxes that appear to the right of the video playing (a **URL** box and a box labeled **Embed**).



- You may be able to right-click the video itself and see **View Page Source**. This gives you a box filled with coding. You will use this in the embedded URL method. (See Appendix B.).
- You may be able to right-click the video itself and see something regarding copying embedded HTML. This automatically copies the embedded information for you to paste in without actually seeing it. This is also used with the embedded URL method.
- You may also locate the URLs within the video box just below the video that is playing by hovering in the empty space just beneath the video screen (sometimes “Embed” and “Link” come up and allow you to copy these links from that area).

There are certainly more ways to obtain video URLs. Just remember, in each case, you want to drill down as far as possible on the item to be sure the URL you’re getting is specific to the video you want to obtain.

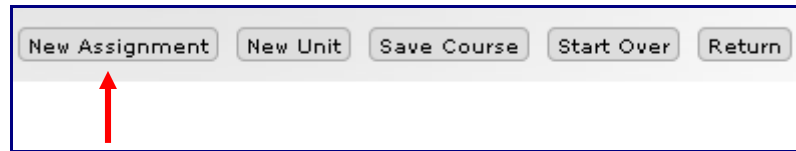
**Remember:** The sources where you get your videos vary greatly because each site is created independently. The instructions provided here are not intended to be all-inclusive. We can not cover all possibilities in this document. Our intent is to offer suggestions on the easiest methods we have learned.



**Warning:** Some of the videos you find on the internet are the property of others who may not wish to allow unauthorized use of this property. It is not possible to utilize all videos you locate on the internet as part of your custom courses. Use of media posted on the internet is available, ultimately, at the discretion of the owners.

## Appendix B – Adding Video Using Embedded URLs

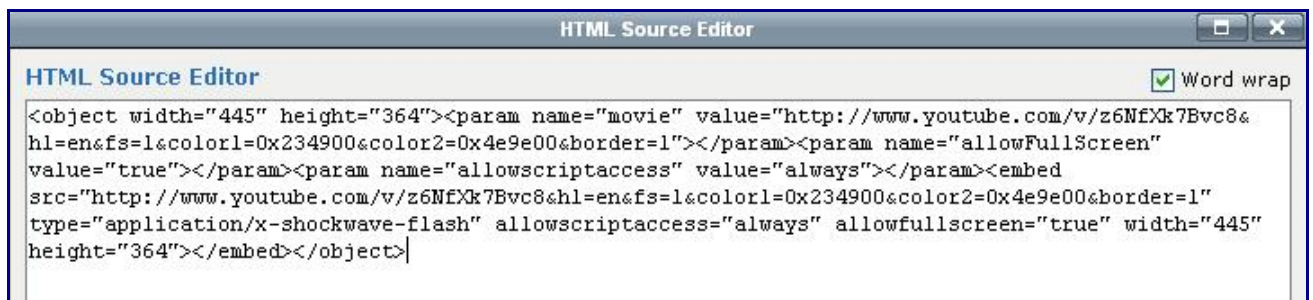
- Click the **New Assignment** button.



- Click the **HTML** button in the second row (it says “Edit HTML Source” when you hover over it). Please note that the **HTML** button is a separate button from the tree to the left of it.



- Paste the embedded **URL** in the **HTML Source Editor** text box.



- Click **Update**.




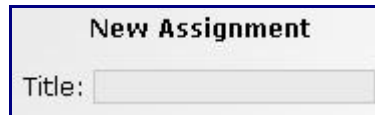
- Click the **Preview** button to see how the assignment will look when finished. Be sure to view the video to ensure it plays.



**Caution:** It may seem that the video did not work because you can't immediately see it in the preview window. If you have a long video, it may take several minutes to download. Double check to ensure the usual indicators on your browser are not showing activity to be certain the download has stopped. (If the preview doesn't show up after a lengthy time, perhaps several minutes, you may need to uninstall Adobe flash player with the Adobe uninstaller, then reinstall the latest Adobe flash download.)

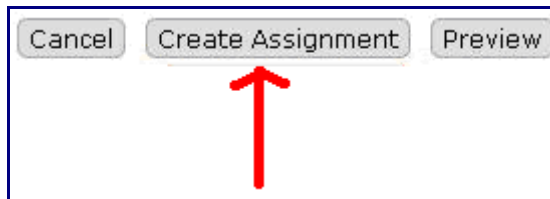
## Appendix B – Adding Video Using Embedded URLs (cont.)

- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Type a **Title** for the **New Assignment**.



A dialog box titled "New Assignment" with a text input field labeled "Title:".

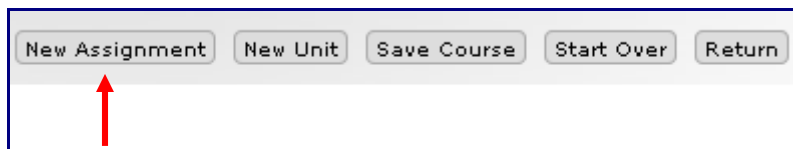
- Click the **Create Assignment** button.



Three buttons: "Cancel", "Create Assignment", and "Preview". A red arrow points to the "Create Assignment" button.

## Appendix C – Adding Video Using Non-Embedded URL Path

- Click the **New Assignment** button.



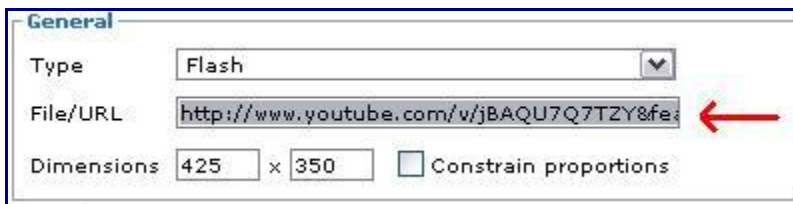
- Click the **filmstrip** button in the third row (it says “insert/edit embedded media” when you hover over it).



- Select the **Type** of media player that is compatible with your computer’s software. (We recommend “Flash”, but if that doesn’t work, you may want to talk to your IT department for their advice.)



- Paste the URL (internet address) in the field for **File/URL**. (Disregard the **Dimensions** and **Constrain proportions** fields unless you are certain you know what you’re doing with these items.)



- Click the **Insert** button.



## Appendix C – Adding Video Using Non-Embedded URL Path (cont.)

- Click the **Preview** button to see how the assignment will look when finished. Be sure to view the video to ensure it plays.



**Caution:** It may seem that the video did not work because you can't immediately see it in the preview window. If you have a long video, it may take several minutes to download. Double check to ensure the usual indicators on your browser are not showing activity to be certain the download has stopped. (If the preview doesn't show up after a lengthy time, perhaps several minutes, you may need to uninstall Adobe flash player with the Adobe uninstaller, then reinstall the latest Adobe flash download.)

- Click the play button on the player to get the video to play.

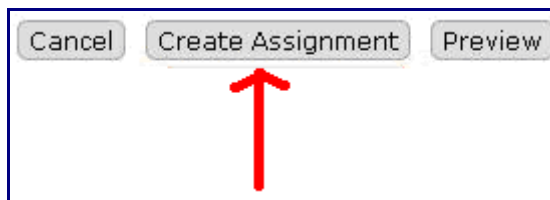


- Click the **X** button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Type a **Title** for the **New Assignment**.

**New Assignment**

Title:

- Click the **Create Assignment** button.



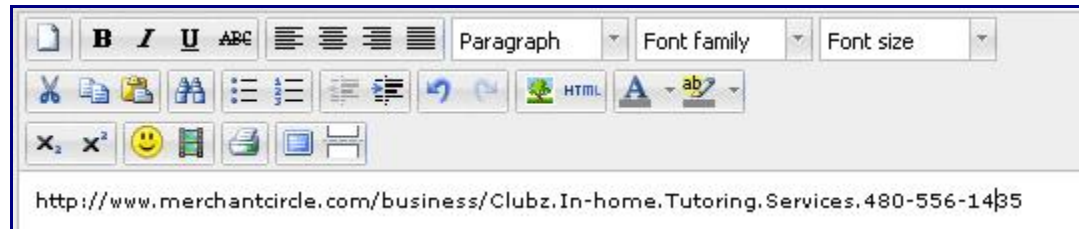


## Appendix D – Adding Hyperlinks to Custom Assignments

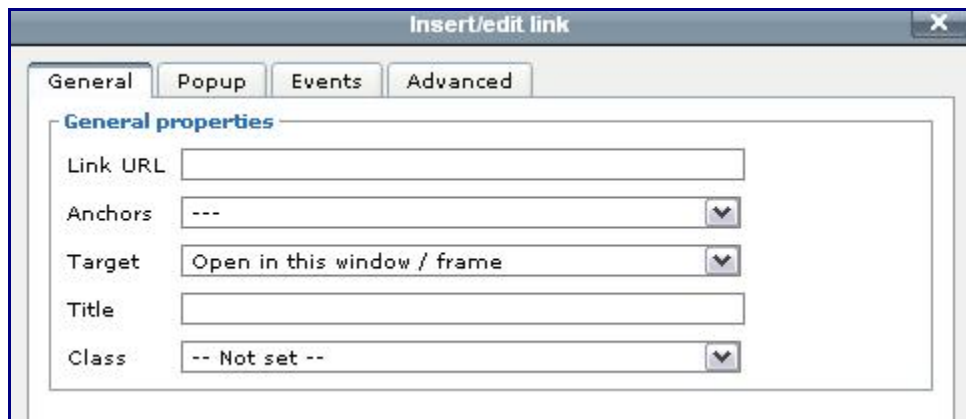
- Click the **New Assignment** button.



- Paste a **URL** (internet address) in the text box of the **New Assignment**. (Or, if you want to have some fun, you can substitute another item for the URL, such as a photo or a smiley face using the toolbar below.)



- Highlight the URL (or the substitute item) and then press **Ctrl + K** (Ctrl is at the bottom, left corner of your keyboard). (Whatever you highlight in this step becomes the item you click to make your web site appear in the final assignment. You could make this one fun if you want....)
- A new box opens with four tabs, **General**, **Popup**, **Events**, and **Advanced**. We recommend using only the items on the **General** tab unless you are certain you know how to use the other three tabs. Those other three tabs are for “power users”.

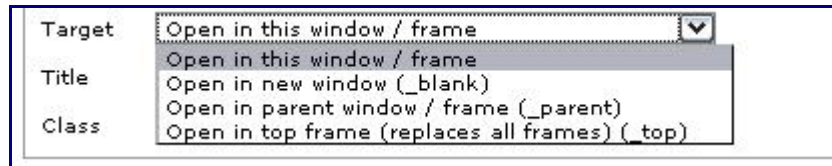


- Paste that same URL in the **Link URL** (it may have pre-populated for you).



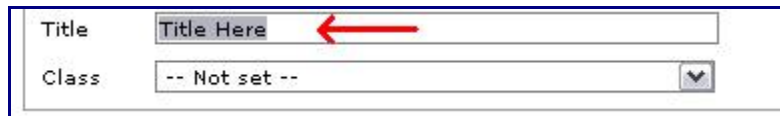
## Appendix D – Adding Hyperlinks to Custom Assignments (cont.)

- In the **Target** dropdown, choose the way you want the window to open. We highly recommend using the option **Open in new window (\_blank)**.



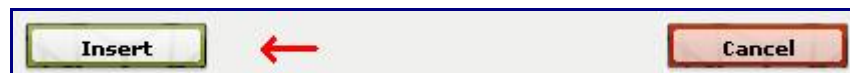
A screenshot of a form with three fields: Target, Title, and Class. The Target field is a dropdown menu that is open, showing the following options: "Open in this window / frame", "Open in new window (\_blank)", "Open in parent window / frame (\_parent)", and "Open in top frame (replaces all frames) (\_top)". A red arrow points to the "Open in new window (\_blank)" option.

- Type in the **Title**.



A screenshot of a form with two fields: Title and Class. The Title field contains the text "Title Here" and has a red arrow pointing to it. The Class field contains the text "-- Not set --" and has a dropdown arrow next to it.

- Click the **Insert** button.




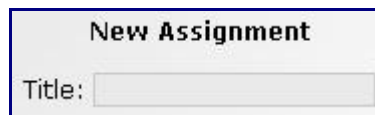
A screenshot of a form with two buttons: "Insert" and "Cancel". A red arrow points to the "Insert" button.

- Click the **Preview** button to see how the assignment will look when finished.



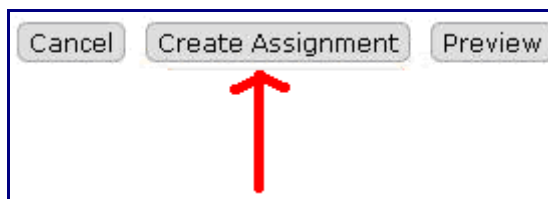
A screenshot of a form with three buttons: "Cancel", "Create Assignment", and "Preview". A red arrow points to the "Preview" button.

- Test any links on the web page to be sure they work.
- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Type a **Title** for the **New Assignment**.



A screenshot of a form titled "New Assignment". It has a single field labeled "Title:" which is currently empty.

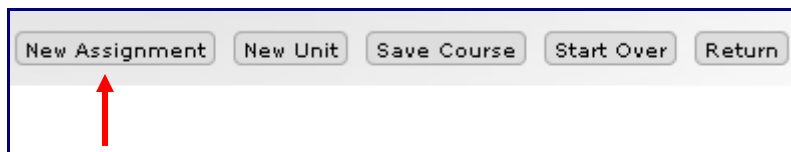
- Click the **Create Assignment** button.



A screenshot of a form with three buttons: "Cancel", "Create Assignment", and "Preview". A red arrow points to the "Create Assignment" button.

## Appendix E – Adding Photos to Custom Assignments

- Click the **New Assignment** button.



- Click the **tree** in the second row (it says “insert/edit image” when you hover over it). Please note, the tree is a separate button from the **HTML** button to the right of it.

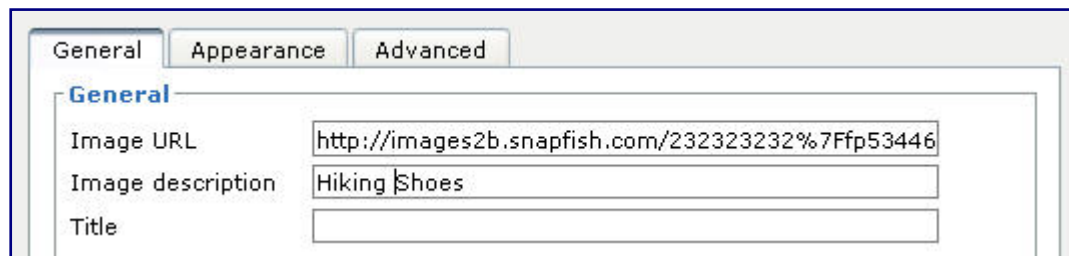


- A new box opens with three tabs, **General**, **Appearance**, and **Advanced**. We recommend using only the items on the **General** tab unless you are certain you know how to use the other two tabs. They are for “power users”.

On the **General** tab, paste the URL internet address in the field for **Image/URL** you want to use. (Right-click the photo on the internet and copy the image to get the URL.)

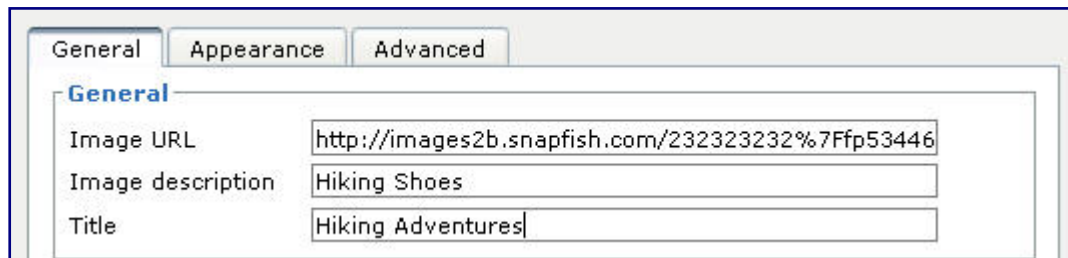


- Type a description of the photo in the **Image description** field. This field does not currently provide this functionality but, in the future, it could be used for a student with disabilities to read the description (or have the description read to them) rather than viewing the photo.



## Appendix E – Adding Photos to Custom Assignments (cont.)

- Type in the **Title**. This field also is designed for future use, similar to the **Image description** field.



General Appearance Advanced

**General**

Image URL

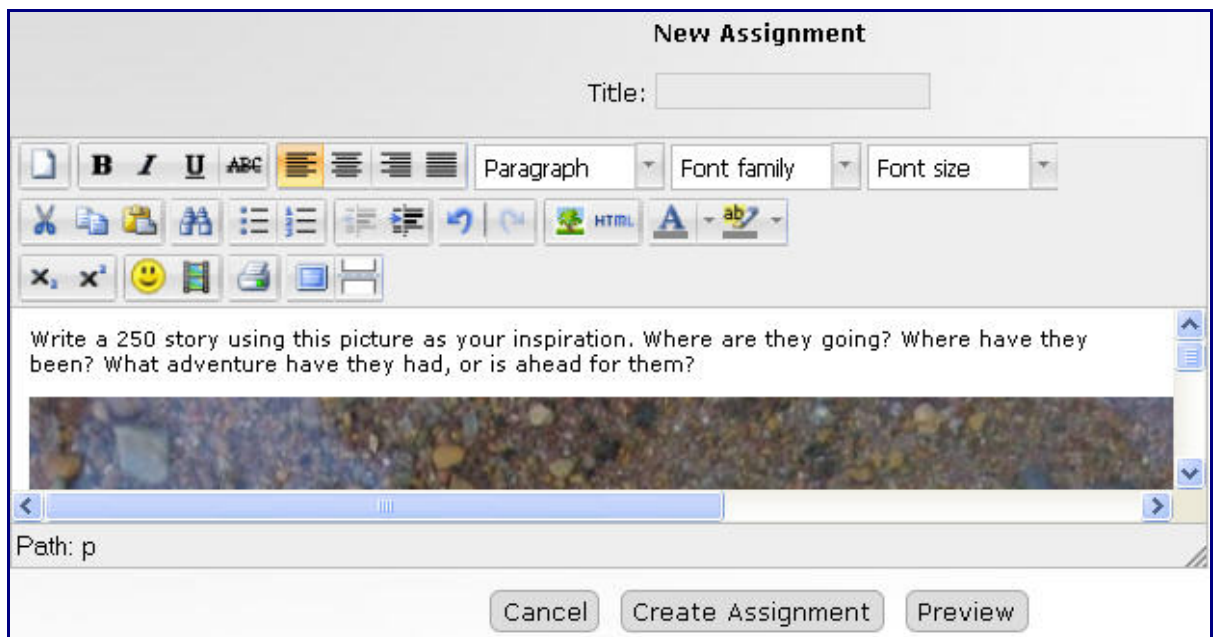
Image description

Title

- Click the **Insert** button.




- Add any instructions you want to type into the text box containing the new assignment.



**New Assignment**

Title:

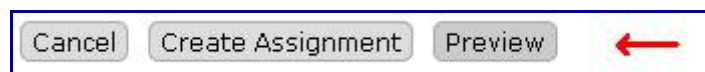
Write a 250 story using this picture as your inspiration. Where are they going? Where have they been? What adventure have they had, or is ahead for them?




Path:

Cancel Create Assignment Preview

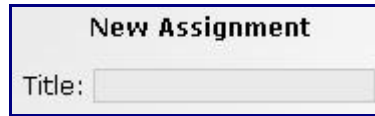
- Click the **Preview** button to see how the assignment will look when finished.



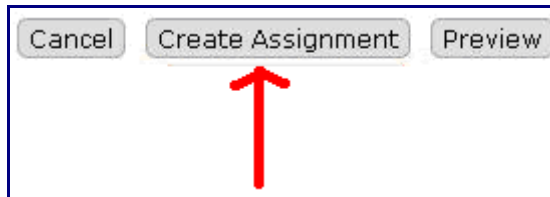
- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.

## Appendix E – Adding Photos to Custom Assignments (cont.)

- Type a **Title** for the **New Assignment**.

A dialog box titled "New Assignment" with a "Title:" label and a text input field.

- Click the **Create Assignment** button.

A row of three buttons: "Cancel", "Create Assignment", and "Preview". A red arrow points up to the "Create Assignment" button.

**Note:** As with the videos, you can locate URLs in a number of ways; and you need to drill down on the item as much as possible, to be certain that the URL you're getting is specific to the photo you want to use.